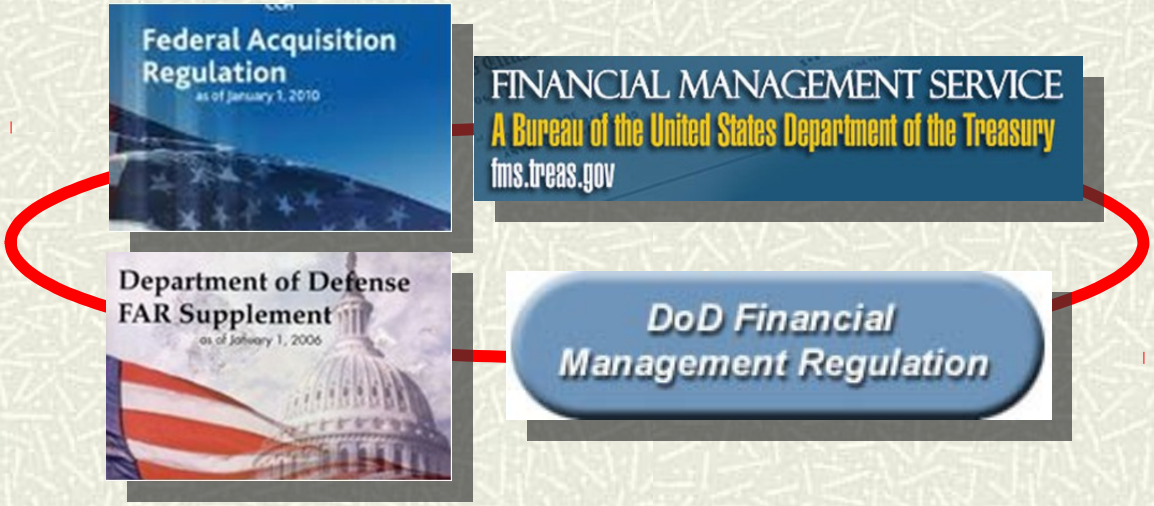
US ARMY FINANCIAL MANAGEMENT COMMAND



Commercial Vendor Services (CVS)

United States Army Financial Management Command
(USAFMCOM)
Operational Support Team

Updated: 05/01/2015

Task, Condition, Standards

TASK: Conduct Contingency CVS Operations

CONDITION: Given a requirement to conduct CVS Operations in a contingency environment IAW:

- **Federal Acquisition Regulation (FAR)**
- **Defense Federal Acquisition Regulation (DFAR)**
- **5 Code of Federal Regulations (CFR) Part 1315 Prompt Payment Act (PPA)**
- **Department of Defense Financial Management Regulation (DoDFMR) Volumes 10 & 5**
- **Defense Financial Accounting Service-Indianapolis (DFAS-IN) Regulation 37-1**
- **DFAS-IN Manual 37-100**
- **Money As A Weapon System (MAAWS)**
- **Local Policies**

Task, Condition, Standards
(Cont'd)

STANDARDS: Students should be able to perform the following without errors:

1. **Identify the role of CVS and its relation to other agencies**
2. **Identify documentation necessary for payment preparation**
3. **Calculate payment due dates and payment amounts while enforcing the PPA**
4. **Identify all the payment types and options**
5. **Prepare Payment Vouchers**
6. **Properly execute Debt Management procedures**
4. **Extract and utilize data from the Central Contractor Registration (SAM)**

Note: This training outlines standard rules, regulations and policies for Service and Non Perishable Commodities type contracts only.

Agenda

- Regulations and Policies
- The Fiscal Triad
- CVS Mission, Structure and Personnel roles
  - Check on Learning
- Stages of a Contract Payment
- Required Documentation for Payment
  - Improper or Invalid documentation
- Funding Documentation
  - DA 3953 (Purchase Request and Commitment)
  - DD 448 and DD 448-2 (Military Interdepartmental Purchase Request
  - Check on Learning

Agenda

- Contracts (Purchase Instruments)
  - Purchase Instrument Identification Numbers (PIINs)
  - Contract Forms
    - SF 1449 (Solicitation/Contract/Order for Commercial Items)
    - DD 1155 (Order for supplies or Services)
    - SF 33 (Solicitation, Order and Award)
    - Standard Form CERP
    - Memorandum of Agreement (MOA)
    - BPA Call (Blanket Purchase Agreement-Call)
    - SF 30 (Amendment of Solicitation/Modification of Contract)
  - Contract Additional Information
    - Contract Schedule
    - Freight

Agenda

- System for Award Management (SAM)
  - Terminology
  - Example Foreign Vendor SAM Profile
  - Example U.S. Vendor SAM Profile
  - DA 3900 Bills Register (Initial Use)
  - Check on Learning
- Invoices
  - Required Information on an Invoice
  - Invoice in a foreign Language
  - Check on Learning

Agenda

- Receiving Reports
  - Required Information on a Receiving Report
  - Corrections on Receiving Reports
  - Types of Receiving Reports
    - DD 250 (Material Inspection and Receiving Report)
    - DD 1155 (As a Receiving Report)
    - SF 1449 (As a Receiving Report)
    - Certified Invoices
  - DA 3900 Bill Register (Pre-Voucher preparation)
  - Check on Learning
- Prompt Payment Act (PPA)
  - PPA Overview
  - Check on Learning

Agenda

- Payment Methods and Options
  - Electronic Funds Transfer (EFT) payments
  - Limited Depository Account (LDA) payments
  - Foreign Currency Rates
  - Check on Learning
- Payment Vouchers
  - Types of Payment Vouchers
    - SF 1034 (Public Voucher for Purchases and Services other than Personal)
    - SF 1035 (Continuation to SF 1034)
    - DD 1155 (As a Payment Voucher)
    - SF 1449 (As a Payment Voucher)
  - DA 3900 Bills Register (Post Payment)

Agenda

- Payment Package Checklist
  - Checklist
  - Check on Learning
- EFT Returns and Rejects
  - Payment Re-reprocessing steps
  - Example DD 1131 (Cash Collection Voucher)
  - Check on Learning
- Improper Payments and CVS Debt Management
  - Types of Improper payment
  - Debt Management procedures and Agencies responsibilities
  - Interest charged for Delinquent erroneous Payments
  - Example Debt Letters

Agenda

- Administrative Offsets
  - Example of an Administrative Offset
- Check on Learning

CVS Physical File Maintenance

- Contract File Maintenance
- DA 3900 Bills Register
- Check on Learning

Useful Website links

Regulations

- **Federal Acquisition Regulation (FAR):**
  - FAR provides uniform policies and procedures
  - FAR does not include internal agency guidance
  - Website **https://acquisition.gov/far**

- **Defense Federal Acquisition Regulation (DFAR):**
  - Allows and grants approval for the defense acquisitions to deviate from the FAR by inserting additional information and guidance in specific areas
  - Website **http://www.Acq.osd.mil/dp/dfars.html**

- **DoDFMR Volume 10** *(Contract Payment Policy)* **and Volume 5** *(Disbursing Policy)*
  - Website **http://www.dod.mil/comptroller/fmr**

Regulations (Cont'd)

- **CFR Title 5, Part 1315 Prompt Payment Act**
  - Published by the Office of Management and Budget (OMB)
  - General and permanent rules
  - Updated each calendar year
  - Website http://www.fms.treas.gov/prompt/5cfr1315.pdf
- **DFAS-IN Regulation 37-1**
  - Provides detail information on the Prompt Payment Act, Management Controls, Progress Payments and Advance Payments
  - Website http://www.asafm.army.mil/

Regulations (Cont'd)

- **DFAS-IN Manual 37-100-FY**
  - This is the official Army framework for interrelating programming, budgeting, accounting, and manpower control through a standard classification of Army activities and functions
  - Website **http://www.asafm.army.mil/**

- **MAAWS (Money as a Weapon System)**
  - Policy that governs the budgeting, funding, execution and management controls for utilizing funds in theater. It discusses and outlines in depth the use of all types of fund types available for use in theater (i.e., OMA, CERP, OPA, MILCON, Rewards, etc.). Iraq and Afghanistan have their own versions of this policy
  - Website

Local Policies

- **Local Policies**
  - Location and Mission specific
  - Direct policies and procedures on how to prepare and make a payment
  - Various Services/Branches have their own manuals and regulations

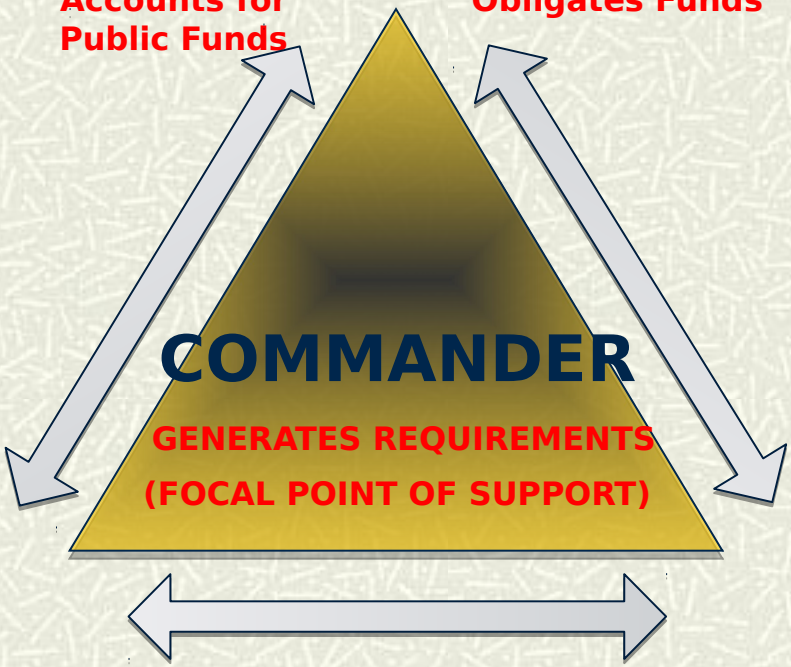
The FISCAL TRIAD

Legally-Binding Process that Governs the Procurement Process

FINANCIAL MANAGEMENT

FINANCE OPERATIONS
Disburses and Accounts for Public Funds

RESOURCE MANAGEMENT
Commits and Obligates Funds



CONTINGENCY CONTRACTING
Contracts for Goods and Services / Closes out Contracts

STAFF JUDGE ADVOCATE
Helps CDR determine Legal utilization of funding

CVS Mission

Prepare, audit, and process vouchers for supplies, equipment, and non-personal services procured by the Government that cannot be obtained through normal Army support channels

Structure of the CVS Office

Vendor Service Manager *(NCOIC/OIC)*

Control Section
- Receipt of Documents
- Date Stamping
- Contract File creation
- File Maintenance
- Bills Register card maint.

CVS Clerk
- GFEBS Input (GR/SES, Vendor Master Data)

CVS Technician
- GFEBS Input (Invoices)

Vendor Service Analyst
- Audits Vouchers and supporting documents
- Runs GFEBS reports
- Process payment proposals, payment runs, certifies all payments
- Bears the greatest Pecuniary liability within CVS

CVS Liaison Officer (LNO) *(Located remotely)*
- Receipt of Documents from local contracting office
- Responsible for acting as a conduit between CVS and contracting

Role of the CVS Certifier (Vendor Service Analyst)

Certifying officers and DOs are automatically pecuniarily liable if there is a fiscal irregularity. This is known as the "**presumption of negligence**" (***28 U.S.C. 2512*** and ***31 U.S.C. 3527***). A fiscal irregularity is either a physical loss of cash, vouchers, negotiable instruments, or supporting documents; or an **erroneous (i.e., illegal, improper, or incorrect) payment**. Certifying officers and DOs must be aware that they must prove, in the relief of liability process, that it is more likely than not that they either were not negligent or were not

Role of the CVS Certifier (Vendor Service Analyst)
(Cont'd)

By manually, electronically, or digitally signing a voucher, a certifying officer certifies to a DO that the items listed are correct and proper for payment from the appropriation(s) or other funds designated thereon or on supporting vouchers, and that the proposed payment is legal, proper, and correct. Manual certifications on vouchers must include the certifying officer's signature, typed or printed name and title, date, and dollar or local currency amount.

Role of the CVS Certifier (Vendor Service Analyst)

(Cont'd)

- **Appointment.** Field Grade Officers and Directors (not Disbursing Officers) appoint and terminate certifying officers on a DD Form 577 (Appointment/Termination Record/Authorized Signature). Identify the specific types of payments, e.g., vendor pay, that the individual will be certifying. DoDFMR Vol. 5, 330401, February 2014

- **Training Requirements**. Appointed certifying officers must complete an approved Certifying Officer Legislation (COL) training course per **DoDFMR Volume 5, 330304.A, Feb 2014** within 2 weeks of their appointment plus refresher training annually and provide proof of completion to their supervisor. Evidence of having completed this training is required prior to performing as a Certifying Officer. On-the-job training is not acceptable.

- Certifying officers who certify manual vouchers or submit manual certifications of electronic payments must submit an original DD 577, as it may serve as both an appointing

Check on Learning

- **Which Regulations cover CVS?**
  FAR, DFAR, DoDFMR Vol. 10 & Vol. 5, PPA (31 USC Chapter 39), DFAS-IN 37-1, DFAS-IN 37-100, MAAWS and Local Policies.
- **Which Agencies make up the "Fiscal Triad"?**
  Finance Operations and Resource Management, Contracting and the Staff Judge Advocate.
- **What is the Mission of the CVS office?**

Prepare, Audit and Process payment vouchers for procured supplies and services.

- **What is the structure of the CVS office?**
  Vendor Service Manager, Control Section, CVS Clerk, CVS Technician and Vendor Service Analyst.

What is the general function of the Control Section?

Receive, Verify and Control all incoming documents.

- **What are the functions of the CVS Clerk?**
  GFEBS Input (GR/SES, Vendor Master Data)

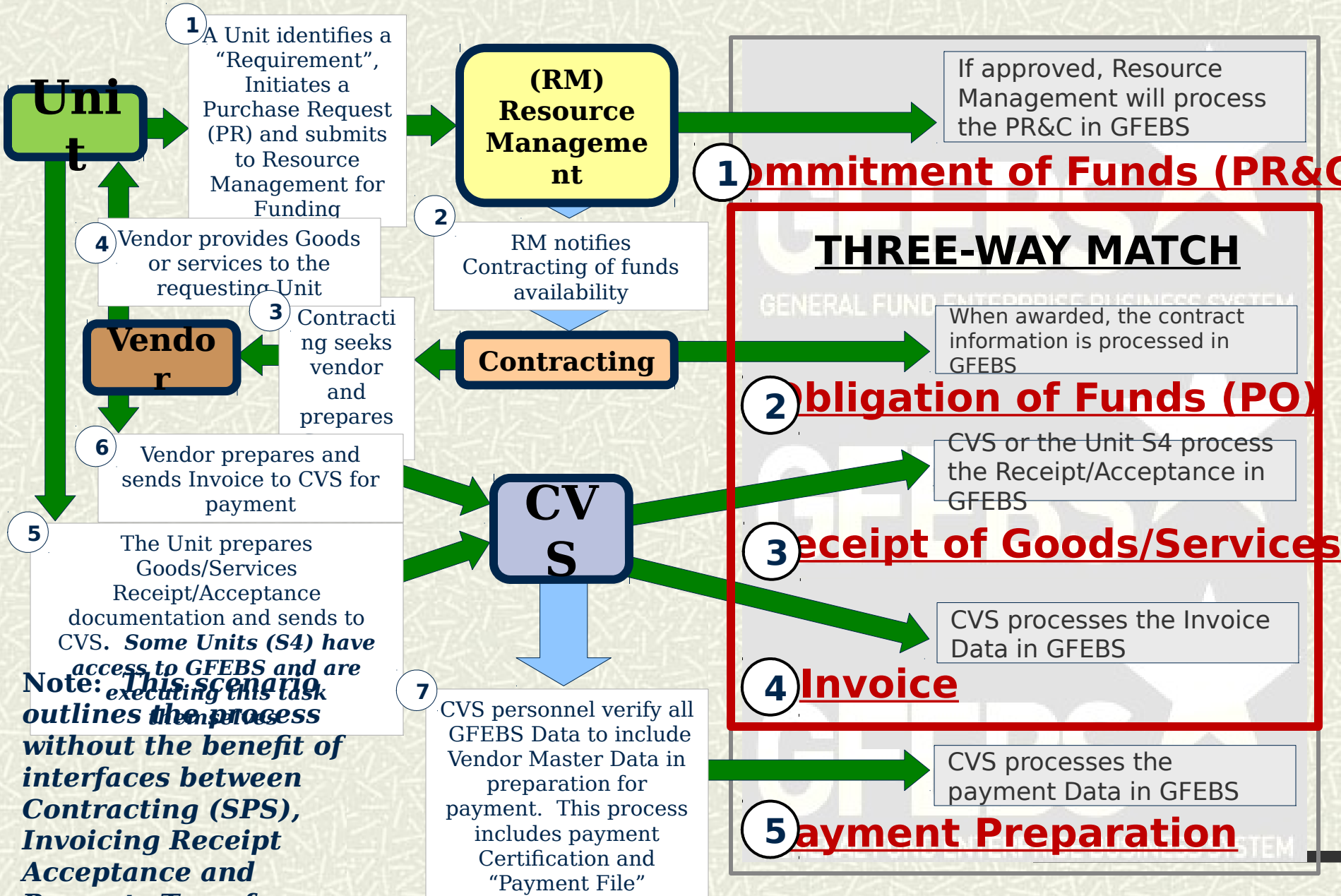
Who bears the greatest Pecuniary liability in CVS? Why?

The Vendor Service Analyst because he/she certifies the payments.

- **Who appoints the CVS Certifier?**
  Field Grade Officers and Directors (not the Disbursing Officer).

STAGES OF A CONTRACT PAYMENT

Conditions



Note: *This scenario outlines the process without the benefit of interfaces between Contracting (SPS), Invoicing Receipt Acceptance and*

REQUIRED DOCUMENTATION FOR PAYMENT

Required Documentation for Payment

Minimal Required documentation for any CVS Payment ***(See note below*)***

- **Contract (Procurement Document)**
  - Generated by the Contracting Office
- **Invoice**
  - Generated by the Vendor
- **Receiving/Acceptance Report**
  - Normally generated by the Receiving Activity (Unit) that physically received the goods/services

Must have for contracts that were modified

- **Contract Modifications** (Contracting office)

Note: *Documentation requirements may vary based on Local Policy and type of contract. Example: Some contracts may not require invoices, invoices may be used as Receiving Reports, etc.*

Exceptions to Required Documentation for Payment

Although most contract types require a Contract, Receiving Report and Invoice for payment (three documents), there are some exceptions that must be considered and applied by CVS personnel:

- **<u>PERIODIC LEASE PAYMENTS (vehicle or facility):</u> An Invoice may not be required.** If the contract does not require submission of an invoice for payment (e.g., periodic lease payments), the contracting officer must specify the due date in the contract. *(FAR Subpart 32.9—Prompt Payment)*
- **<u>CERTIFIED INVOICE:</u> A "separate" Receiving Report may not be required.** This will be discussed in more depth on the "Receiving Reports" module of this training.

Invalid or Improper documentation

"If an invoice/receiving report *(or contract)* is determined to be invalid or improper, the documents will be returned immediately, but absolutely no later than 7 days after receipt in the same manner that they were sent (hand-delivered, e-mail, etc.). A copy of the returned invoice/receiving report and correspondence will be placed in the *(CVS Contract)* file. If the DBO (*Designated Billing Office)* erroneously rejects a proper invoice, then the original invoice receipt date will be used to compute the payment due date and any

FUNDING AND COMMITMENT DOCUMENTATION

Contract Funding Policy

No officer or employee of the Government may create or authorize an obligation in excess of available funds, or authorize an obligation in advance of appropriations, unless otherwise authorized by law. Before executing any contract, the contracting officer shall:

1. Obtain written assurance from the responsible fiscal authority that adequate funds are available (normally from a signed/approved Purchase Request & Commitment, PR&C (DA 3953) or Military Interdepartmental Purchase Request, MIPR (DD 448) which states that sufficient and valid funds have been certified as available), or;

2. Expressly condition the contract upon availability of funds IAW 32.702 Fiscal Year Contracts

DA 3953 (PR&C)

Purchase Request and Commitment

DA 3953 (PR&C) - Mostly utilized to fund contracts with locally budgeted/managed funds. The purpose of the DA Form 3953 is three-fold:

1. To initiate the procurement process and provide a documented and bona fide need that can be scrutinized by a proponent
2. Provide a medium for fund certification/availability of funds
3. Document signature approval of the requirement

The DA 3953 is initiated by a Unit with a need to fund a specific project or for procurement and acquisition of supplies or services. Once completed, the form is sent to Resource Management (RM) for certification of available funds. If approved, the funds will be Committed (administratively reserved).

DA 3953 Example

PURCHASE REQUEST AND COMMITMENT
For use of this form, see AR 37-1; the proponent agency is OASA(FM)

1. PURCHASE INSTRUMENT NO.	2. REQUISITION NO.	3. DATE	PAGE	OF
	10207709	1 Oct 2014	1	1

W912D1-14-P-4120	0	6. FROM: Peter C. Patterson LTC, MP Commanding
Joint Contracting Command	MNF-K, RM	

It is requested that the supplies and services enumerated below or on attached list be

7. PURCHASED FOR:	8. DELIVERED TO:	9. NOT LATER THAN (Date)
EMFD-A Supply	EMFD-A Supply	11. TELEPHONE NUMBER: 318-291-8626

The supplies and services listed below cannot be secured through normal supply channels or other Army supply sources in the immediate vicinity, and their procurement will not violate existing regulations pertaining to local purchases for stock, therefore,

10. NAME OF PERSON TO CALL FOR ADDITIONAL INFORMATION

X	12. LOCAL PURCHASE AUTHORIZED AS THE NORMAL MEANS OF SUPPLY FOR THE FOREGOING		13. REQUISITIONING DISCLOSES NONAVAILABILITY OF ITEMS AND LOCAL PURCHASE IS AUTHORIZED BY
	AR 710-2, PARA 4-20		

EMERGENCY SITUATION PRECLUDES USE OF REQUISITION CHANNELS FOR SECURING ITEM

14. ITEM	15. DESCRIPTION OF SUPPLIES OR SERVICES	16. QUANTITY	17. UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST
1	Vehicle lease and maintenance	1	EA	$22,512.00	$22,512.00

Page 1
USAFMCOM-OST
-For training purposes only-

25. THE FOREGOING ITEMS ARE REQUIRED NOT LATER THAN AS INDICATED ABOVE FOR THE FOLLOWING PURPOSE:

FUND CERTIFICATION

The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.

19. ACCOUNTING CLSSIFICATION AND AMOUNT

021 202010D15 A76VV 131096QLOG 21S0 ARMY
10207709 76VV0065 S21001

$ 22,512.00

20. TYPED NAME AND TITLE OF CERTIFYING OFFICER	21. Signature	22. Date
HEATHER BRABANT LTC, QM MNF-K, RM	HEATHER BRABANT	4 Oct 2014

23. DISCOUNT

26. DELIVERY REQUIREMENTS

ARE MORE THAN 7 DAYS REQUIRED TO INSPECT AND ACCEPT THE REQUESTED GOOD OR SERVICES

27. TYPED NAME AND GRADE OF INITIATING OFFICER	28. SIGNATURE	29. DATE
Carlos Fernandez 1LT, S4	Carlos Fernandez	1 Oct 2014
30. TELEPHONE NUMBER: 318-291-8626		
31. TYPED NAME AND GRADE OF SUPPLY OFFICER: Chuck Lalasai SFC, USA	32. SIGNATURE: Chuck Lalasai	33. DATE: 2 Oct 2014

34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE	35. SIGNATURE	36. DATE
Peter C. Patterson LTC, MP Commanding	Peter C. Patterson	3 Oct 2014

DA FORM 3953, MAR 91 EDITION OF AUG 76 IS OBSOLETE

DA 3953 Critical Signatures

CRITICAL SIGNATURE
Availability of funds certification. Must be signed by the Comptroller or authorized representative. RM will include the Line of Accounting to be used on all procurement and disbursement documentation

FUND CERTIFICATION

The supplies and services listed on this request are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.

19. ACCOUNTING CLSSIFICATION AND AMOUNT

021 202010D15 A76VV 131096QLOG 21S0 ARMY
10207709 76VV0065 S21001

$ 22,512.00

3

20. TYPED NAME AND TITLE OF CERTIFYING OFFICER	21. Signature	22. Date
HEATHER BRABANT LTC, QM MNF-K, RM	HEATHER BRABANT	4 Oct 2014

Initiating officer information and supply officer information. The supply officer verifies the goods and services requested cannot be obtained through normal Army supply channels

Name and signature of Commander; usually no lower than a LTC/O5 to acknowledge the funds being committed on his behalf.

27. TYPED NAME AND GRADE OF INITIATING OFFICER	28. SIGNATURE	29. DATE	34. TYPED NAME AND GRADE OF APPROVING OFFICER OR DESIGNEE	35. SIGNATURE	36. DATE
Carlos Fernandez 1LT, S4	Carlos Fernandez	1 Oct 2014			
30. TELEPHONE NUMBER 318-291-8626					
31. TYPED NAME AND GRADE OF SUPPLY OFFICER Chuck Lalasai SFC, USA	32. SIGNATURE Chuck Lalasai	33. DATE 2 Oct 2014	Peter C. Patters LTC, MP Commanding	Peter C. Patterson	3 Oct 2014

1

2

DA FORM 3953, MAR 91 EDITION OF AUG 76 IS OBSOLETE

DD 448 (MIPR) and DD 448-2 (Acceptance)

(Military Interdepartmental Purchase Request)

DD 448 (MIPR)- Purchase authority from requiring agency/activity

1. DD 448 is the "requesting" agency/activity's authority to acquire supplies or services.
2. The DD 448 is the authorization to create a commitment for the supplies and/or services required.
3. Changes that affect contents of the MIPR (448) must be processed as a MIPR (448) amendment.
4. "Requesting" agency/activity must submit additional line items not provided on original MIPR (448) as an Amended MIPR (448).

DD 448-2 Acceptance by providing department

PGI 208.7004-2

http://www.acq.osd.mil/dpap/dars/pgi/pgi_htm/PGI208_70.htm

DD 448 (MIPR) and DD 448-2 (Acceptance)

(Military Interdepartmental Purchase Request)

DD 448-2 (Acceptance)- Acceptance by "Providing" agency/activity

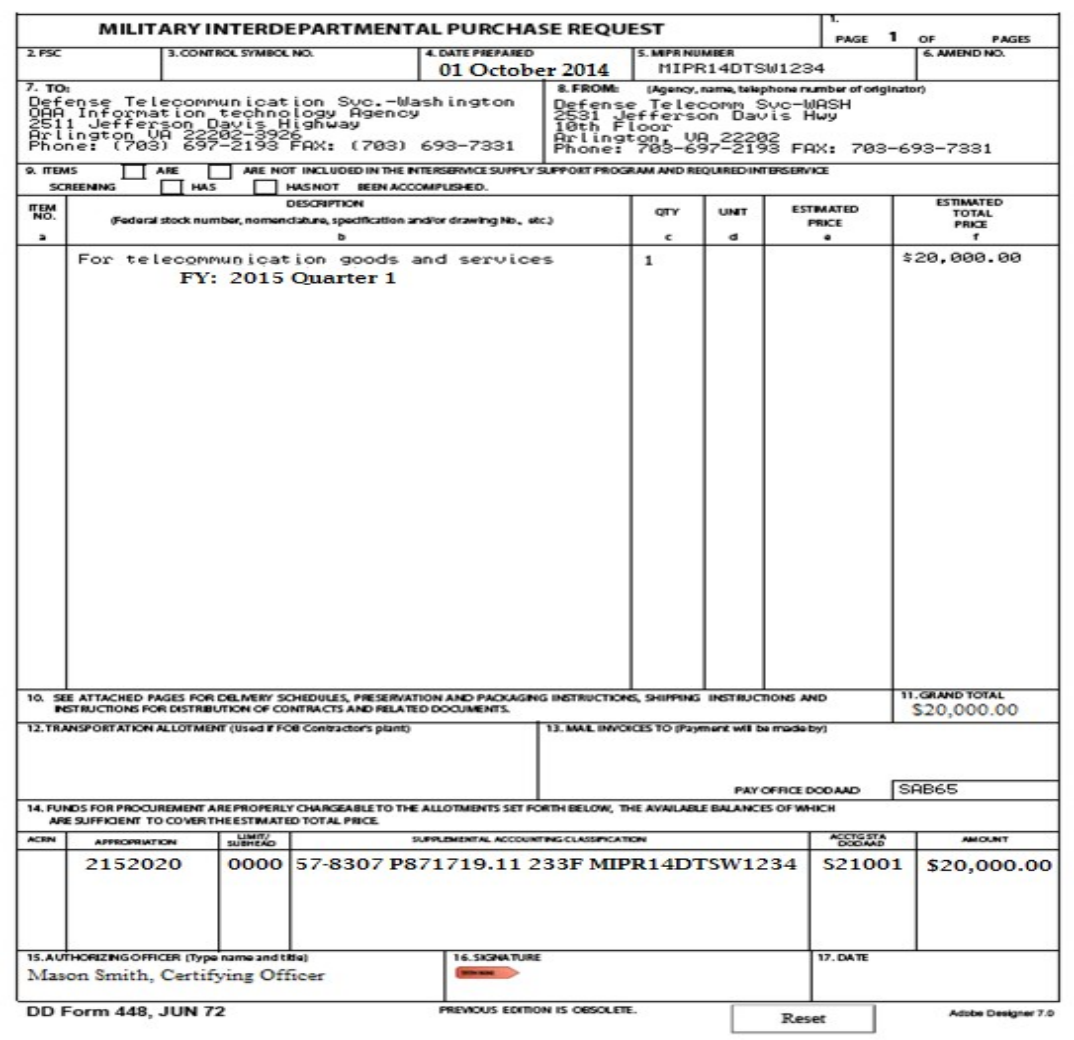
1. The "providing" agency/activity must accept the MIPR (448) in writing before expiration of the funds on the DD 448-2 (Acceptance).
2. The DD 448-2 (Acceptance of the MIPR) will show whether to use Category I (Reimbursable Funds, block 6A on 448-2) or Category II (Direct Funds, block 6B on 448-2).
3. When the "providing" agency/activity accepts the MIPR for category I funding, the DD 448-2 is the authority to record the obligation of funds.
4. When the "providing" agency/activity accepts a MIPR for category II funding, the contracting document (delivery order, etc.) is the authority to record the

PGI 208.7004-1 Purchase authorization from requesting department

http://www.acq.osd.mil/dpap/dars/pgi/pgi_htm/PGI208_70.htm

DD 448 (MIPR) Example

(Military Interdepartmental Purchase Request)



MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1. PAGE 1 OF PAGES

2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NUMBER	6. AMEND NO.
		01 October 2014	MIPR14DTSW1234	

7. TO:
Defense Telecommunication Svc.-Washington
OAA Information technology Agency
2511 Jefferson Davis Highway
Arlington VA 22202-3926
Phone: (703) 697-2193 FAX: (703) 693-7331

8. FROM: (Agency, name, telephone number of originator)
Defense Telecomm Svc-WASH
2531 Jefferson Davis Hwy
10th Floor
Arlington, VA 22202
Phone: 703-697-2193 FAX: 703-693-7331

9. ITEMS ☐ ARE ☐ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ☐ HAS ☐ HAS NOT BEEN ACCOMPLISHED.

ITEM NO. a	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.) b	QTY c	UNIT d	ESTIMATED PRICE e	ESTIMATED TOTAL PRICE f
	For telecommunication goods and services FY: 2015 Quarter 1	1			$20,000.00

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.

11. GRAND TOTAL $20,000.00

12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)

13. MAIL INVOICES TO (Payment will be made by)

PAY OFFICE DODAAD: SAB65

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ACRN	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT
	2152020	0000	57-8307 P871719.11 233F MIPR14DTSW1234	S21001	$20,000.00

15. AUTHORIZING OFFICER (Type name and title)
Mason Smith, Certifying Officer

16. SIGNATURE

17. DATE

DD Form 448, JUN 72 PREVIOUS EDITION IS OBSOLETE. Reset Adobe Designer 7.0

DD 448 (MIPR) (Top Portion)

Agency receiving the funds

Goods and Services for which the funds are intended (must be "Project Specific")

MIPR Number

Agency issuing the Funds

Total funds being issued to the receiving Agency

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1. PAGE 1 OF PAGES

2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NUMBER	6. AMEND NO.
		01 October 2014	MIPR14DTSW1234	

7. TO:
Defense Telecommunication Svc.-Washington
OAA Information technology Agency
2511 Jefferson Davis Highway
Arlington VA 22202-3926
Phone: (703) 697-2193 FAX: (703) 693-7331

8. FROM: (Agency, name, telephone number of originator)
Defense Telecomm Svc-WASH
2531 Jefferson Davis Hwy
10th Floor
Arlington, VA 22202
Phone: 703-697-2193 FAX: 703-693-7331

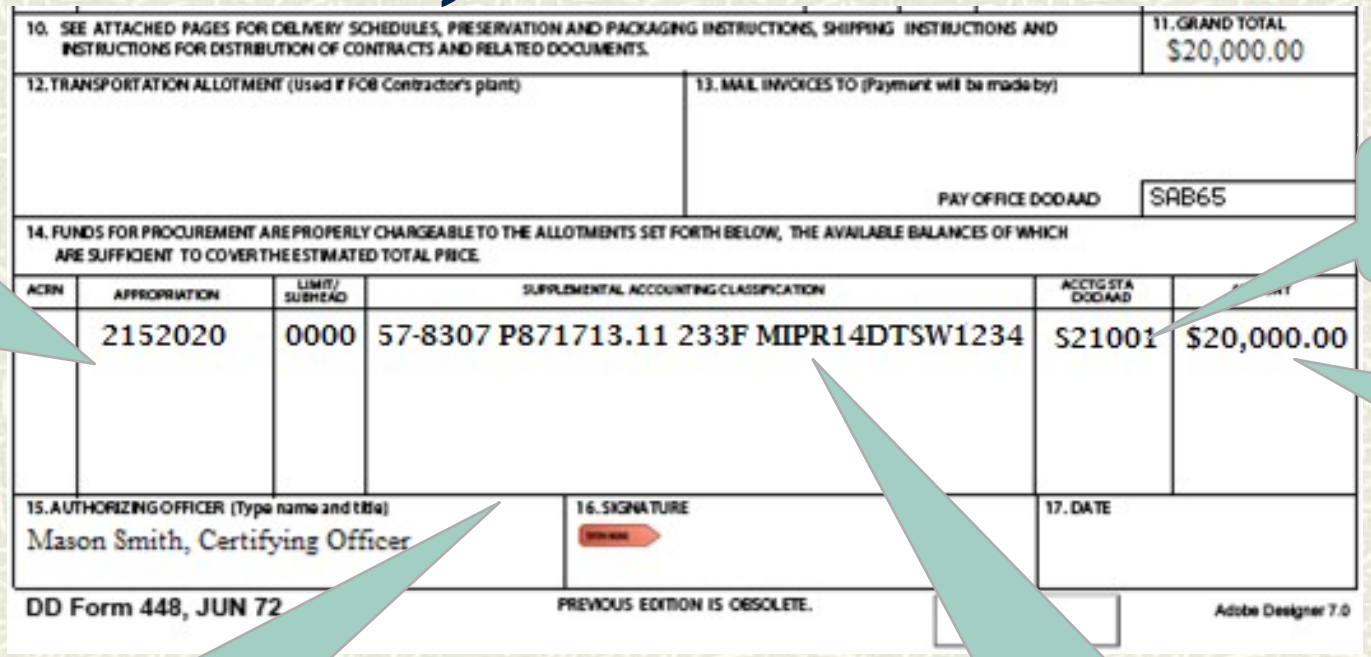
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ITEM NO. a	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.) b	QTY c	UNIT d	ESTIMATED PRICE e	ESTIMATED TOTAL PRICE f
	For telecommunication goods and services FY: 2015 Quarter 1	1			$20,000.00

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11. GRAND TOTAL $20,000.00

DD 448 (MIPR) (Bottom Portion)



10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.

11. GRAND TOTAL $20,000.00

12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)

13. MAIL INVOICES TO (Payment will be made by)

PAY OFFICE DODAAD SAB65

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ACRN	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT
	2152020	0000	57-8307 P871713.11 233F MIPR14DTSW1234	S21001	$20,000.00

15. AUTHORIZING OFFICER (Type name and title) Mason Smith, Certifying Officer

16. SIGNATURE

17. DATE

DD Form 448, JUN 72 PREVIOUS EDITION IS OBSOLETE. Adobe Designer 7.0

Treasury Symbol tied to the funds being issued

Fiscal Station Number

Total amount of the MIPR

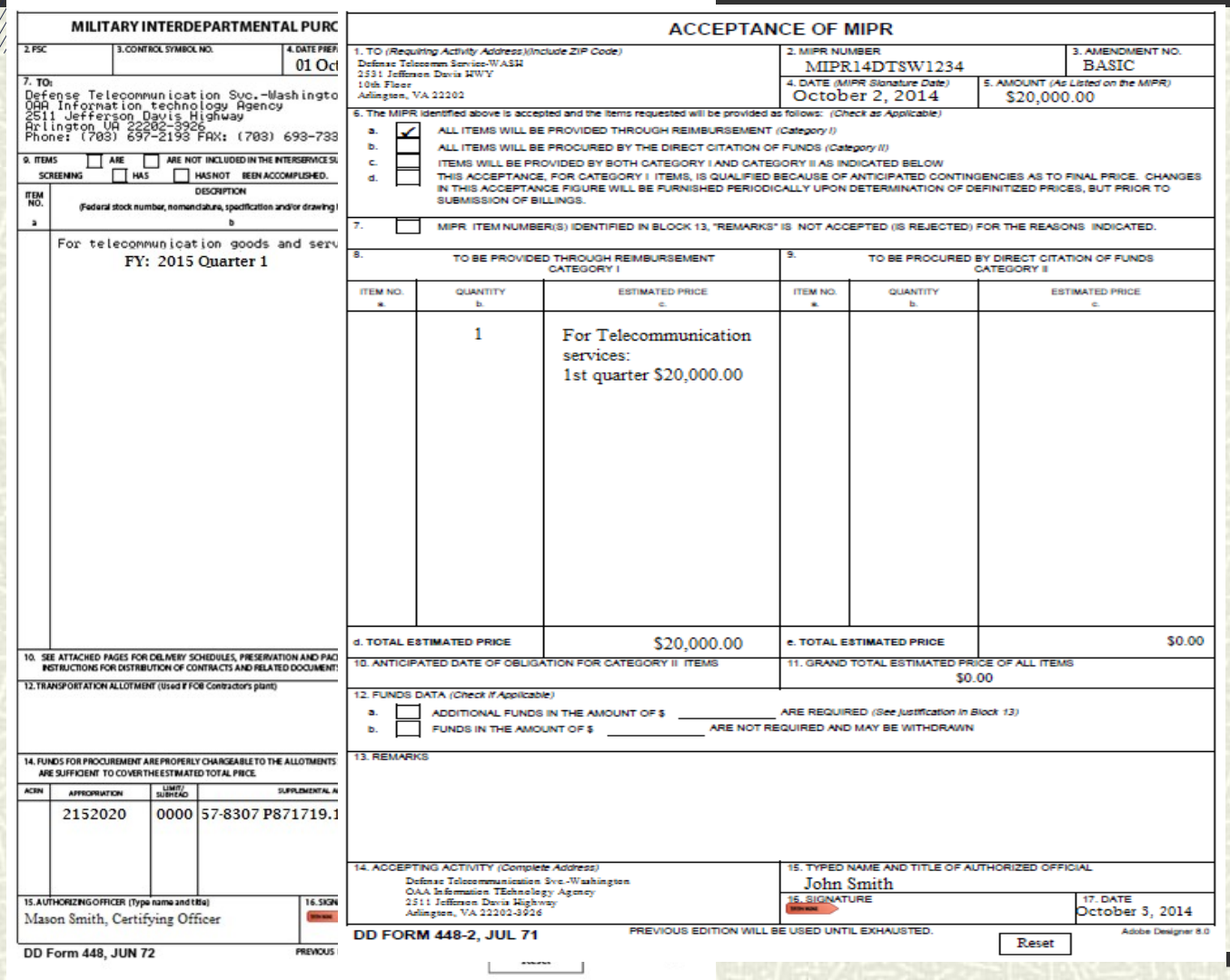
Name and signature of the authorized official issuing the funds

Remaining accounting elements after the Treasury Symbol.

MIPR Line of accounting:

2152020.0000 57-8307 P871713.11 233F MIPR14DTSW1234 S21001

DD 448-2 (Acceptance of MIPR) Example



MILITARY INTERDEPARTMENTAL PURC

2. FSC | 3. CONTROL SYMBOL NO. | 4. DATE PREP: 01 Oct

7. TO:
Defense Telecommunication Svc.-Washingto
OAA Information technology Agency
2511 Jefferson Davis Highway
Arlington VA 22202-3926
Phone: (703) 697-2193 FAX: (703) 693-733

9. ITEMS ☐ ARE ☐ ARE NOT INCLUDED IN THE INTERSERVICE SU
SCREENING ☐ HAS ☐ HASNOT BEEN ACCOMPLISHED.

ITEM NO. a	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing) b
	For telecommunication goods and serv FY: 2015 Quarter 1

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PAC
INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENT

12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS
ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ACRN	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL A
	2152020	0000	57-8307 P871719.1

15. AUTHORIZING OFFICER (Type name and title)
Mason Smith, Certifying Officer

16. SIGN

DD Form 448, JUN 72 PREVIOUS

ACCEPTANCE OF MIPR

1. TO (Requiring Activity Address)(Include ZIP Code)
Defense Telecomm Service-WASH
2531 Jefferson Davis HWY
10th Floor
Arlington, VA 22202

2. MIPR NUMBER: MIPR14DTSW1234
3. AMENDMENT NO.: BASIC
4. DATE (MIPR Signature Date): October 2, 2014
5. AMOUNT (As Listed on the MIPR): $20,000.00

6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)
a. ☑ ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)
b. ☐ ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II)
c. ☐ ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW
d. ☐ THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.

7. ☐ MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.

8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a.	QUANTITY b.	ESTIMATED PRICE c.	ITEM NO. a.	QUANTITY b.	ESTIMATED PRICE c.
	1	For Telecommunication services: 1st quarter $20,000.00			
d. TOTAL ESTIMATED PRICE		$20,000.00	e. TOTAL ESTIMATED PRICE		$0.00

10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS

11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS
$0.00

12. FUNDS DATA (Check if Applicable)
a. ☐ ADDITIONAL FUNDS IN THE AMOUNT OF $ _____ ARE REQUIRED (See justification in Block 13)
b. ☐ FUNDS IN THE AMOUNT OF $ _____ ARE NOT REQUIRED AND MAY BE WITHDRAWN

13. REMARKS

14. ACCEPTING ACTIVITY (Complete Address)
Defense Telecommunication Svc.-Washington
OAA Information TEchnology Agency
2511 Jefferson Davis Highway
Arlington, VA 22202-3926

15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL
John Smith

16. SIGNATURE

17. DATE
October 3, 2014

DD FORM 448-2, JUL 71 PREVIOUS EDITION WILL BE USED UNTIL EXHAUSTED. Adobe Designer 8.0

Reset

DD 448-2 (Acceptance of MIPR) (Top Portion)

Agency Issuing the funds (Agency Acceptance is submitted to)

Type of MIPR: Direct or Reimbursable. It will usually be Accepted as Direct Funding

Goods and Services for which the funds are intended (must be "Project Specific").

MIPR Number

MIPR Total

ACCEPTANCE OF MIPR

1. TO (Requiring Activity Address (Include ZIP Code))
Defense Telecom Service-WASH
2531 Jefferson Davis HWY
10th Floor
Arlington, VA 22202

2. MIPR NUMBER: MIPR14DTSW1234

3. AMENDMENT NO: BASIC

4. DATE (MIPR Signature Date): October 2, 2014

5. AMOUNT (As Listed on the MIPR): $20,000.00

6. The MIPR identified above is accepted and the items requested will be provided as follows: (Check as Applicable)

a. [✓] ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)

b. [ ] ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS (Category II)

c. [ ] ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW

d. [ ] THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.

7. [ ] MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.

8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a.	QUANTITY b.	ESTIMATED PRICE c.	ITEM NO. a.	QUANTITY b.	ESTIMATED PRICE c.
	1	For Telecommunication services: 1st quarter $20,000.00			
		$20,000.00	e. TOTAL ESTIMATED PRICE		$0.00

CONTRACTS (Purchase Instruments)

Procurement Instrument Identification Numbers (PIIN)

Procurement Instrument Identification Numbers (PIIN) also known as "Contract Numbers" are assigned to each instrument for the purposes of tracking the preparation, approval and execution of the acquisition/procurement of specific supplies and services. http://www.acq.osd.mil/dpap/dars/dfars/html/current/204_70.htm

Example Contingency DoDAACs:

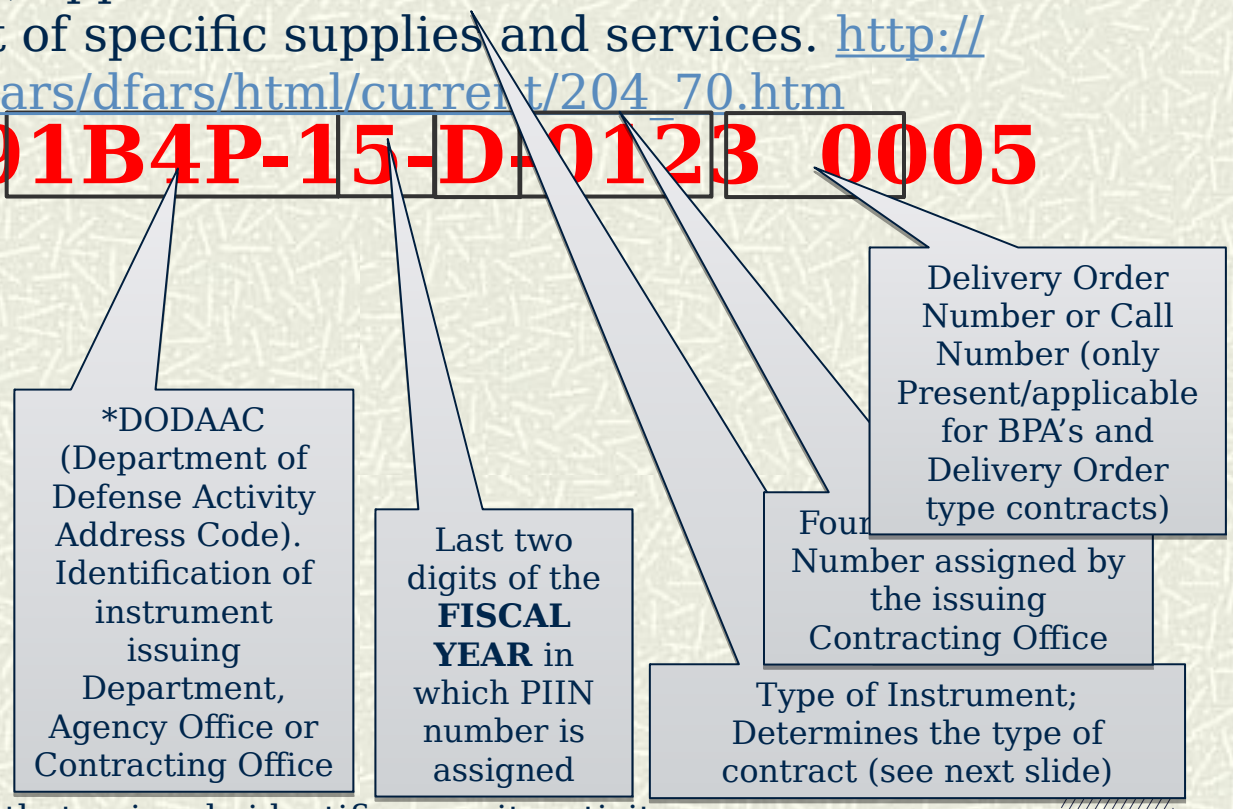
W90U42- RCC Sharana (Afghanistan)

W91B4M- RCC Kabul (Afghanistan)

W91B4L- RCC Kandahar (Afghanistan)

W91B4N- RCC Bagram

RCC: *Regional Contracting Center*



*DODAAC: is a six position code that uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive materiel.

Contract definition

- “Contract” means a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. It includes all types of commitments that obligate the Government to an expenditure of appropriated funds and that, except as otherwise authorized, are in writing.

Types of Instruments
(Contract Types)

A- Blanket Purchase Agreements (BPA)

(Example: W91B4K-15-A-1234 0123)

A Blanket Purchase Agreement is a written instrument of understanding, negotiated between an agency or contracting activity and a contractor. It includes clauses discussing future contracts between the parties.

A basic agreement (without the additional four digits) is not a contract; "BPA Calls" are prepared individually as contracts. They are easily identified because of the additional four digits proceeding the Contract number.

C- Contracts of all Types

(Example: W91B4K-15-C-0064)

Contracts of all types except indefinite delivery contracts, facilities contracts, sales contracts, and contracts placed with or through other Government departments or agencies or against contracts placed by such departments or agencies outside the DoD.

***Note**: only the most common types of contracts in theater will be discussed in the upcoming slides. Reference "FAR part 16" for information on the remaining types.*

Types of Instruments
(Contract Types) (Cont'd)

D- Indefinite Delivery Contracts (Delivery or Task orders)

(Example: W91B4K-15-D-0003 0456)

Delivery-order contract means a contract for supplies that does not procure or specify a firm quantity of supplies (other than a minimum or maximum quantity) and that provides for the issuance of orders for the delivery of supplies during the period of the contract. They are easily identified because of the additional four digits proceeding the Contract number.

L- Lease Agreement

(Example: W91B4K-15-L-0462)

A contract for the utilization of specific facilities to meet a particular requirement or mission.

***Note**: only the most common types of contracts in theater will be discussed in the upcoming slides. Reference "FAR part 16" for information on the remaining types.*

Types of Instruments
(Contract Types) (Cont'd)

M- Purchase Orders (Manual)

(Example: W91B4K-15-M-0462)

Contracts usually established for large end items completed manually by the Contracting Office.

P- Purchase Orders (Automated)

(Example: W91B4K-15-P-1265)

Contracts established for large end items completed through automated means by the Contracting Office.

***Note**: only the most common types of contracts in theater will be discussed in the upcoming slides. Reference "FAR part 16" for information on the remaining types.*

Types of Contract Forms

- **SF 1449** (Solicitation/Contract/Order for Commercial Items)
- **DD Form 1155** (Order for Supplies or Services)
- **SF 33 (**Solicitation, Offer, and Award)

- **Standard Form CERP-** Reserved for Contracts funded with Commander's Emergency Response Program (CERP) funds
- **Memorandums of Agreement (MOA's)-** Prepared by Project Purchasing Officers (PPO) with Local Nationals during Pay Agent Operations.
- **BPA (Blanket Purchase Agreement) Call-** Actual procurement and purchase of goods deriving from a BPA.

Types of Contract Forms (Cont'd)

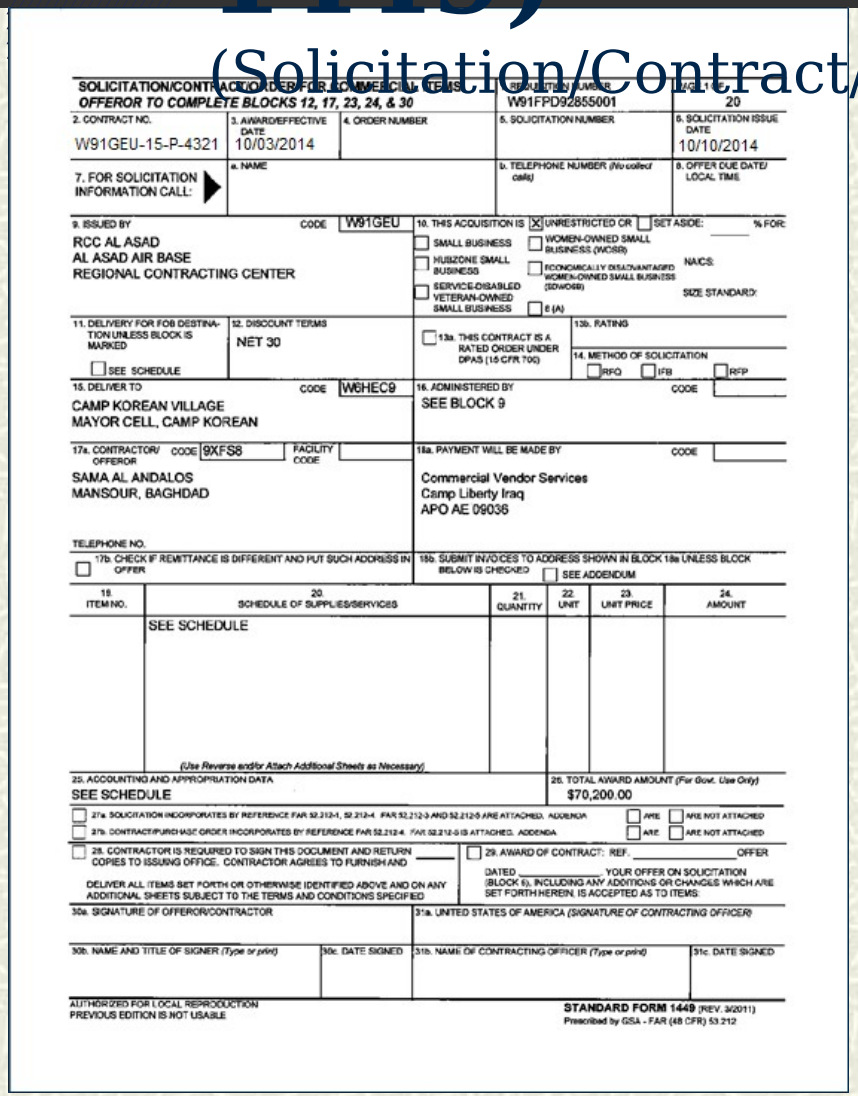
- **Contract Schedule (continuation sheets)**- contain individual breakdown of Contract Line Identification Numbers (CLIN), supplies or services and prices, administrative data, Lines of Accounting delivery/acceptance terms and all clauses.

- **SF 30 (Amendment of Solicitation/Modification of Contracts)-** Most contracts have several Modifications (MODs). You must be able to read and determine what the MOD is trying to do and what line of accounting to use. SF 30 is the only method to change anything on a contract. "Pen and ink changes are prohibited on all contractual documentation". *FAR 43.301(a)*

- **Coalition Contracts** (Not covered in this

Standard Form 1449 (SF 1449)

(Solicitation/Contract/Order for Commercial Items)



SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
W91GEU-15-P-4321	10/03/2014		W91FPD92855001	10/10/2014

7. FOR SOLICITATION INFORMATION CALL: a. NAME | b. TELEPHONE NUMBER (No collect calls) | 8. OFFER DUE DATE/ LOCAL TIME

9. ISSUED BY CODE W91GEU
RCC AL ASAD
AL ASAD AIR BASE
REGIONAL CONTRACTING CENTER

10. THIS ACQUISITION IS [X] UNRESTRICTED OR [ ] SET ASIDE: % FOR:
[ ] SMALL BUSINESS [ ] WOMEN-OWNED SMALL BUSINESS (WOSB)
[ ] HUBZONE SMALL BUSINESS [ ] ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)
[ ] SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS [ ] 8 (A)
NAICS:
SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED	12. DISCOUNT TERMS	13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING	14. METHOD OF SOLICITATION
[ ] SEE SCHEDULE	NET 30	[ ]		[ ] RFQ [ ] IFB [ ] RFP

15. DELIVER TO CODE W6HEC9
CAMP KOREAN VILLAGE
MAYOR CELL, CAMP KOREAN

16. ADMINISTERED BY CODE
SEE BLOCK 9

17a. CONTRACTOR/ OFFEROR CODE 9XFS8 FACILITY CODE
SAMA AL ANDALOS
MANSOUR, BAGHDAD
TELEPHONE NO.

18a. PAYMENT WILL BE MADE BY CODE
Commercial Vendor Services
Camp Liberty Iraq
APO AE 09036

[ ] 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED [ ] SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA
SEE SCHEDULE

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
$70,200.00

[ ] 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED
[ ] 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED

[ ] 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED

[ ] 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR	31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
30b. NAME AND TITLE OF SIGNER (Type or print) / 30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print) / 31c. DATE SIGNED

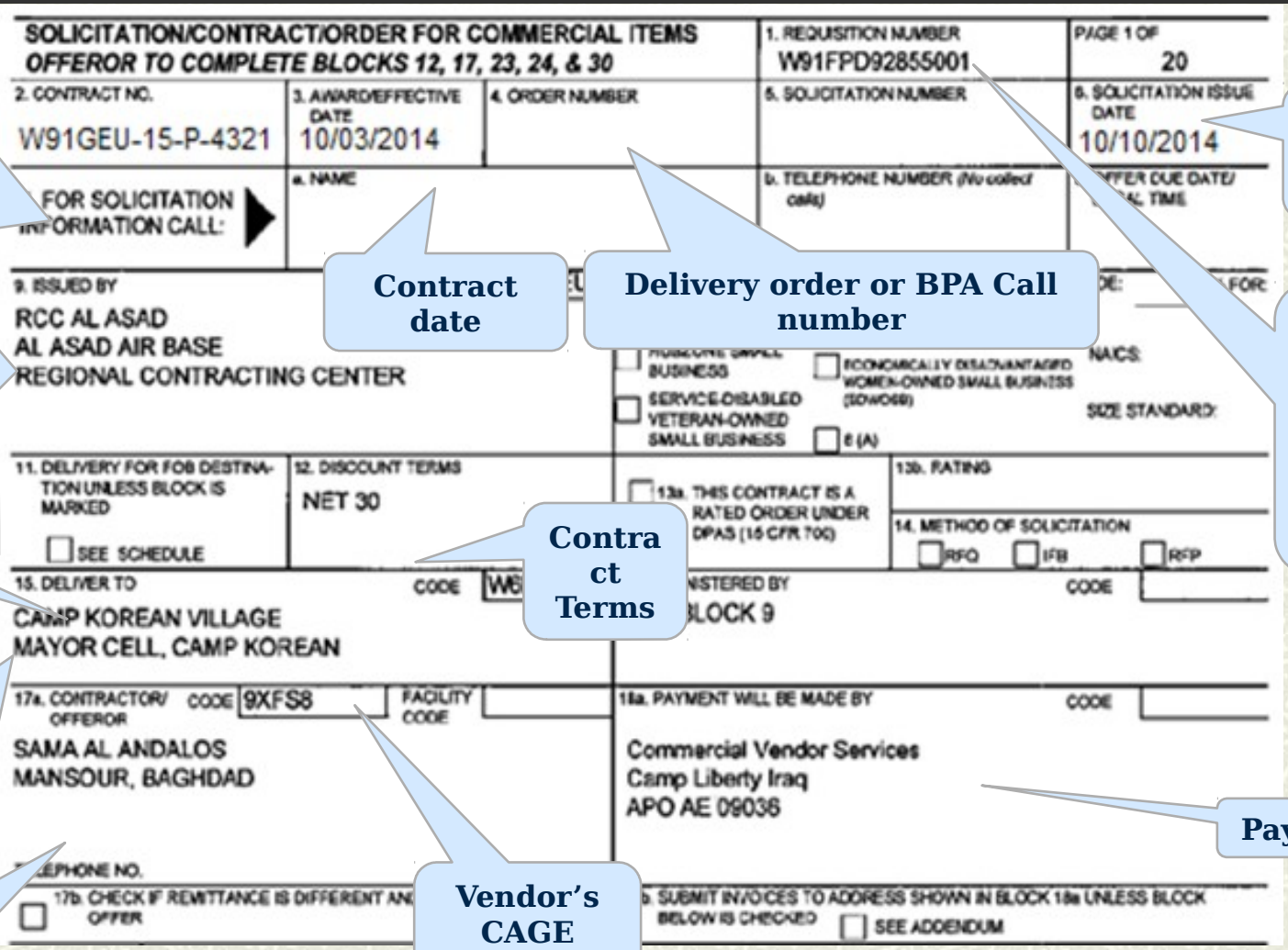
AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 3/2011)
Prescribed by GSA - FAR (48 CFR) 53.212

Characteristics and use:

- Simplified acquisition procedures (DFAR)
- May be used as a "Base Contract" for delivery and BPA type orders
- Establish Delivery Orders
- Issue orders under basic ordering agreements
- Contains a "BACK" page that may be utilized as a Receiving Report. May only be used as a RR when it is the 1st and final payment
- Common in Theater

SF 1449 (Top portion)



Procurement Instrument Identification

Contracting Office (Code = DoDAAC)

Freight Terms

Goods or Services Destination (Code= DoDAAC)

Vendor name and address

Contract date

Delivery order or BPA Call number

Contract Terms

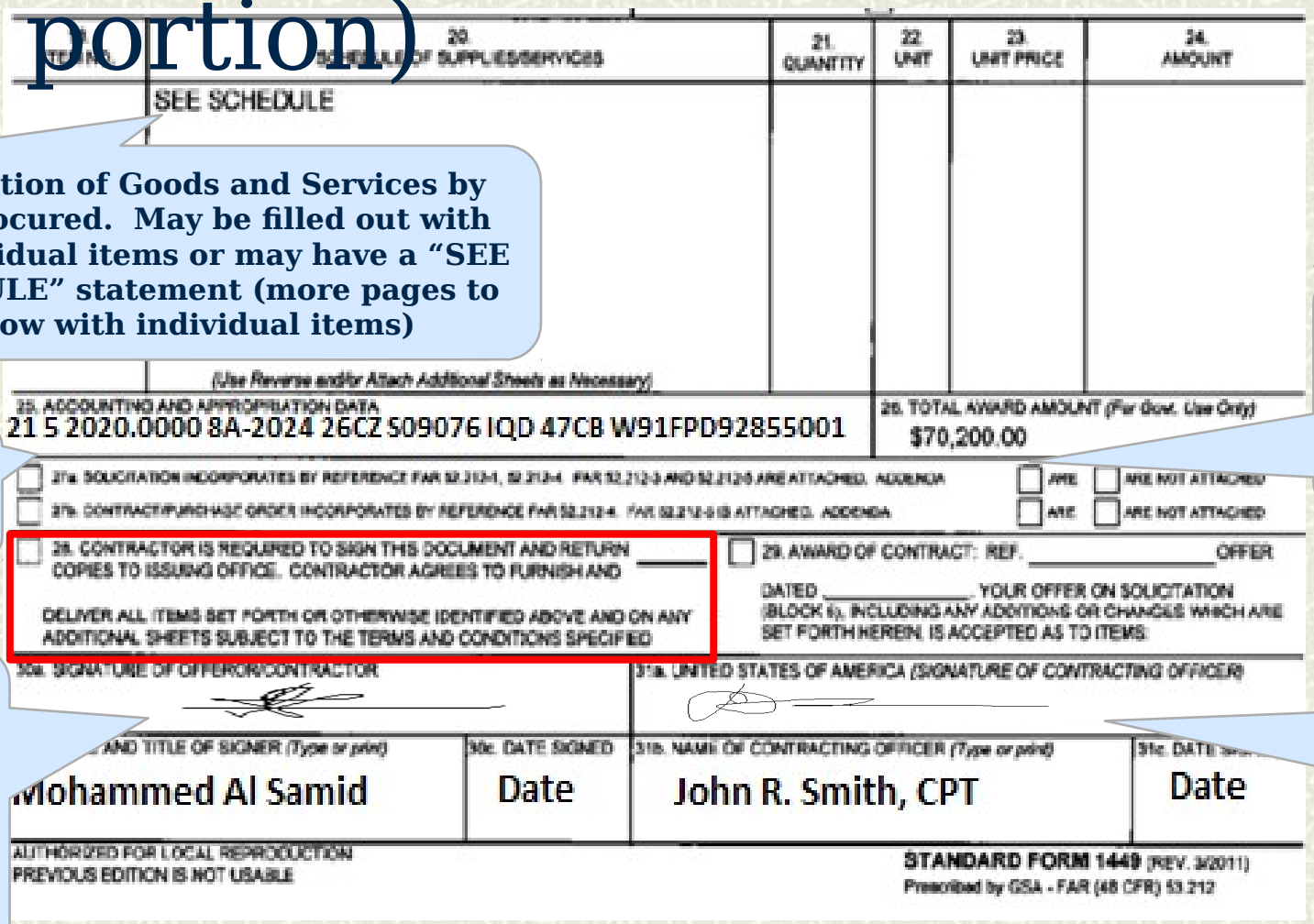
Vendor's CAGE Code

Number of contract pages

Purchase Request & Commitment Number (DA 3953)

Paying Office

SF 1449 (Bottom portion)



20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
SEE SCHEDULE				

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA
21 5 2020.0000 8A-2024 26CZ S09076 IQD 47CB W91FPD92855001

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
$70,200.00

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ☐ ARE ☐ ARE NOT ATTACHED

☐ 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED

☐ 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

30b. NAME AND TITLE OF SIGNER (Type or print)	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print)	31c. DATE SIGNED
Mohammed Al Samid	Date	John R. Smith, CPT	Date

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 3/2011)
Prescribed by GSA - FAR (48 CFR) 53.212

Description of Goods and Services by item procured. May be filled out with the individual items or may have a "SEE SCHEDULE" statement (more pages to follow with individual items)

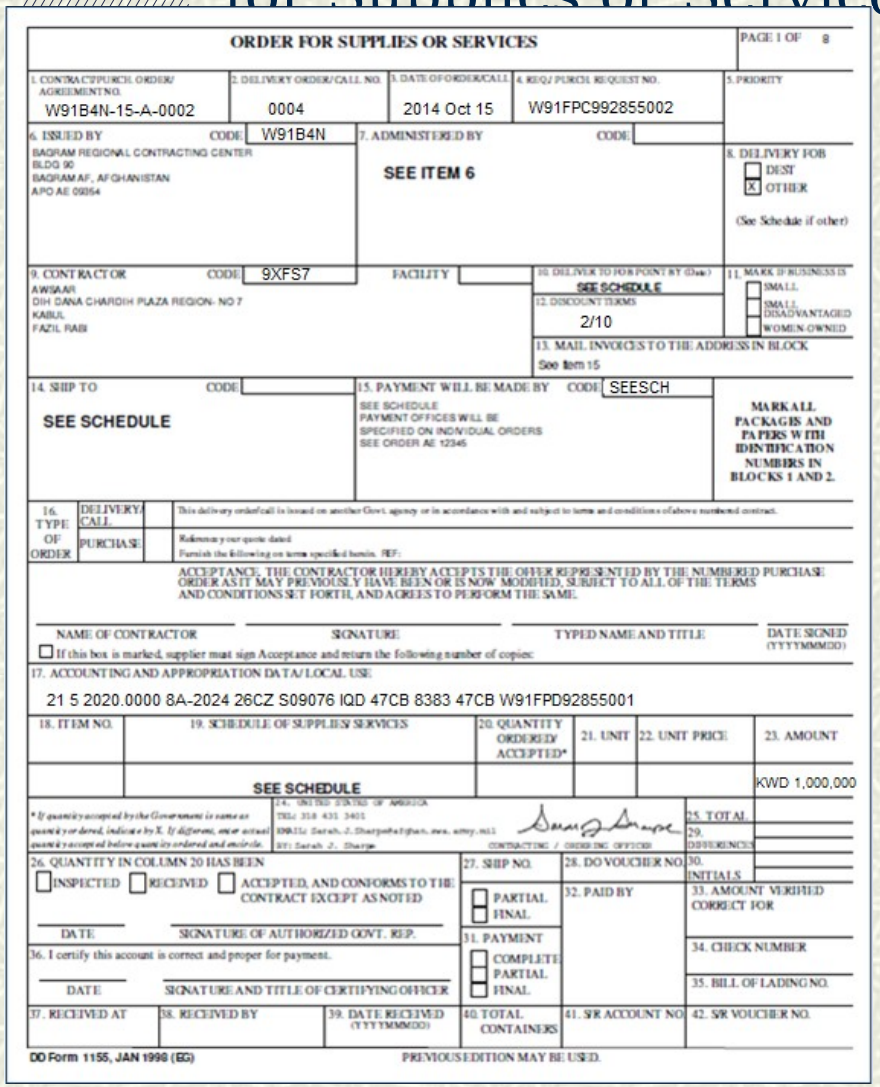
Line of Accounting

Contract Total. May be Dollars or Foreign Currency

May or may not be signed by vendor. Dependent on Block 28

Must be signed by the Contracting Officer

Department of Defense Form 1155 (DD 1155) (Order for Supplies or Services)



ORDER FOR SUPPLIES OR SERVICES — PAGE 1 OF 8

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO.	2. DELIVERY ORDER/CALL NO.	3. DATE OF ORDER/CALL	4. REQ./ PURCH. REQUEST NO.	5. PRIORITY
W91B4N-15-A-0002	0004	2014 Oct 15	W91FPC992855002	

6. ISSUED BY CODE W91B4N
BAGRAM REGIONAL CONTRACTING CENTER
BLDG 90
BAGRAM AF, AFGHANISTAN
APO AE 09354

7. ADMINISTERED BY CODE
SEE ITEM 6

8. DELIVERY FOB
☐ DEST
☒ OTHER
(See Schedule if other)

9. CONTRACTOR CODE 9XFS7 FACILITY
AWSAAR
DIH DANA CHAROIH PLAZA REGION- NO 7
KABUL
FAZIL RABI

10. DELIVER TO FOB POINT BY (Date) SEE SCHEDULE
11. MARK IF BUSINESS IS ☐ SMALL ☐ SMALL DISADVANTAGED ☐ WOMEN-OWNED
12. DISCOUNT TERMS 2/10
13. MAIL INVOICES TO THE ADDRESS IN BLOCK See item 15

14. SHIP TO CODE
SEE SCHEDULE

15. PAYMENT WILL BE MADE BY CODE SEESCH
SEE SCHEDULE
PAYMENT OFFICES WILL BE SPECIFIED ON INDIVIDUAL ORDERS
SEE ORDER AE 12345

MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.

16. TYPE OF ORDER: DELIVERY/CALL — This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.
PURCHASE — Reference your quote dated. Furnish the following on terms specified herein. REF:

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR | SIGNATURE | TYPED NAME AND TITLE | DATE SIGNED (YYYYMMMDD)
☐ If this box is marked, supplier must sign Acceptance and return the following number of copies:

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE
21 5 2020.0000 8A-2024 26CZ S09076 IQD 47CB 8383 47CB W91FPD92855001

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
	SEE SCHEDULE				KWD 1,000,000

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.

24. UNITED STATES OF AMERICA — TEL: 318 431 3401 — EMAIL: Sarah.J.Sharpe@afghan.swa.army.mil — BY: Sarah J. Sharpe — CONTRACTING / ORDERING OFFICER

25. TOTAL
29. DIFFERENCES
30. INITIALS

26. QUANTITY IN COLUMN 20 HAS BEEN ☐ INSPECTED ☐ RECEIVED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED
DATE | SIGNATURE OF AUTHORIZED GOVT. REP.

27. SHIP NO. ☐ PARTIAL ☐ FINAL
28. DO VOUCHER NO.
31. PAYMENT ☐ COMPLETE ☐ PARTIAL ☐ FINAL
32. PAID BY
33. AMOUNT VERIFIED CORRECT FOR
34. CHECK NUMBER
35. BILL OF LADING NO.

36. I certify this account is correct and proper for payment.
DATE | SIGNATURE AND TITLE OF CERTIFYING OFFICER

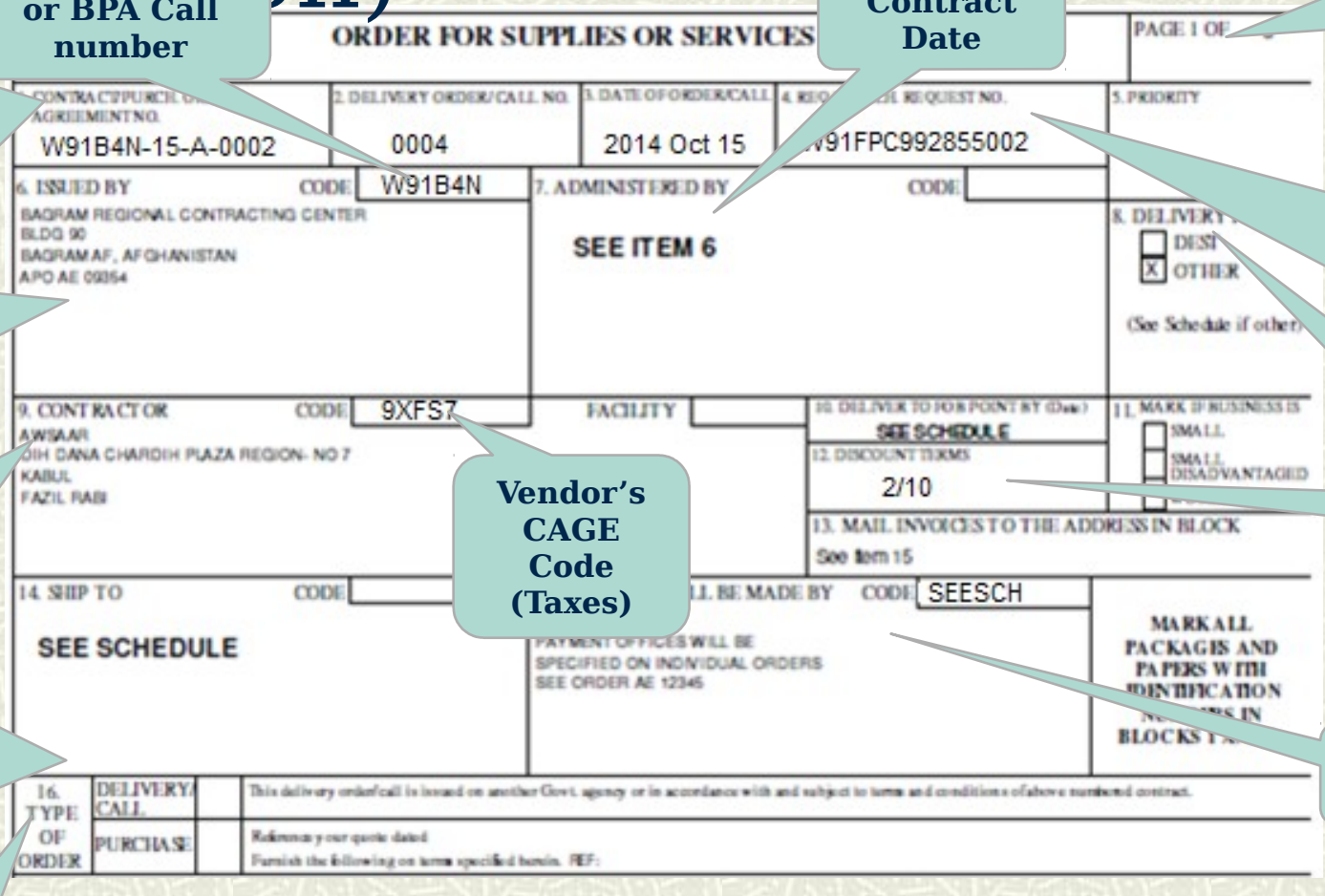
37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.

DD Form 1155, JAN 1998 (EG) — PREVIOUS EDITION MAY BE USED.

Characteristics and use:

- Simplified acquisition procedures (DFAR)
- Multipurpose Form:
  - May be used as a “Base Contract” for delivery and BPA type orders
  - Establishes Delivery Orders-Obligation
  - Receiving reports (see receiving reports portion of this training)
  - Payment Voucher (Delivery Order and BPA only)
- Classified Acquisitions
- Common in Theater

DD 1155 (Top ...on)



Delivery order or BPA Call number

Contract Date

Number of contract pages

Procurement Instrument Identification Number

Purchase Request & Commitment Number

Contracting Office (Code = DoDAAC)

Freight Terms

Vendor name and address

Vendor's CAGE Code (Taxes)

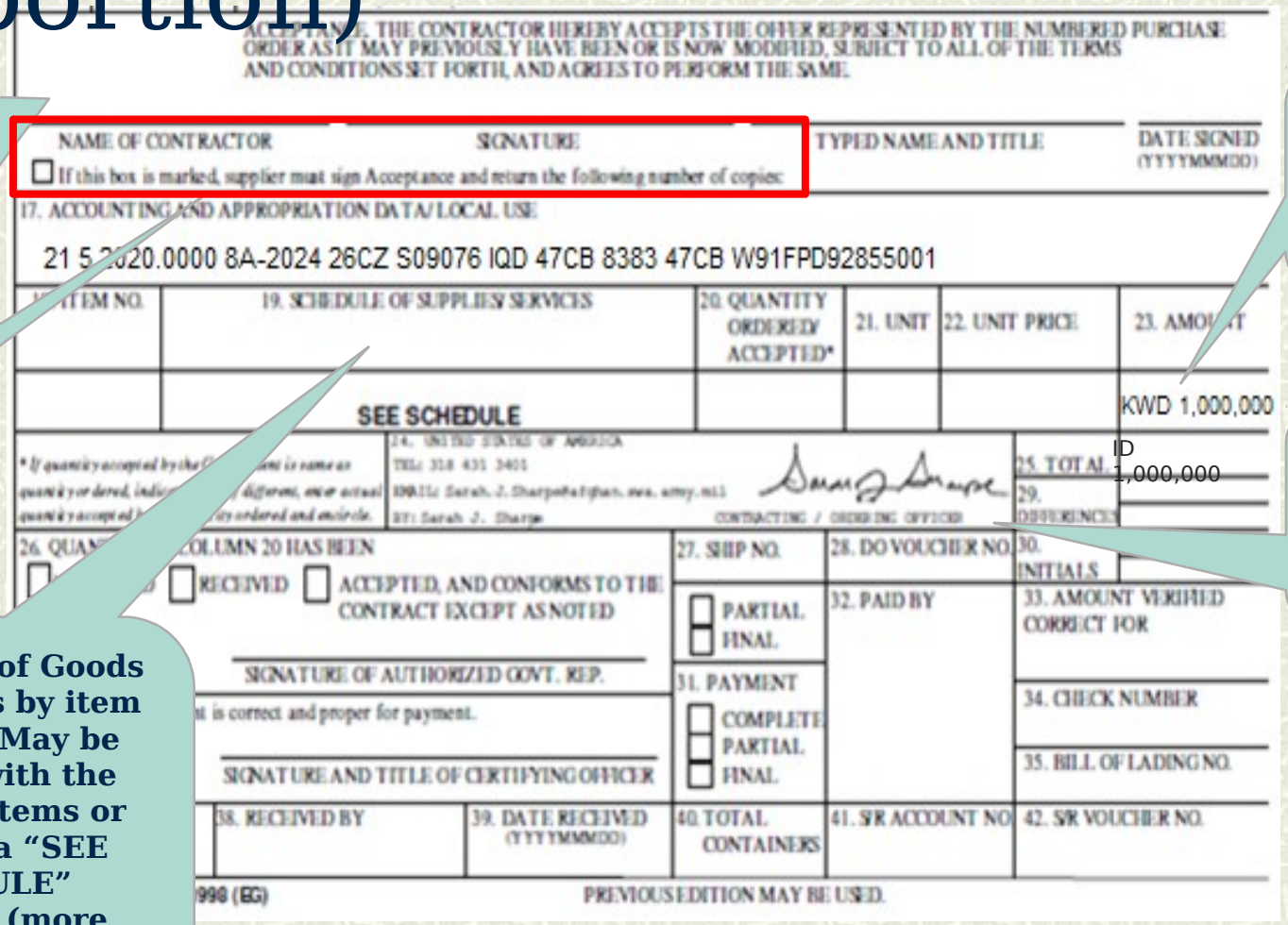
Contract Terms

Goods or Services Destination (Code= DoDAAC)

Paying Office

Type of Order (D.O. or BPA)

DD 1155 (Bottom portion)


ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR | SIGNATURE | TYPED NAME AND TITLE | DATE SIGNED (YYYYMMMDD)

☐ If this box is marked, supplier must sign Acceptance and return the following number of copies:

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE

21 5 2020.0000 8A-2024 26CZ S09076 IQD 47CB 8383 47CB W91FPD92855001

ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
	SEE SCHEDULE				KWD 1,000,000

24. UNITED STATES OF AMERICA
TEL: 318 431 3401
EMAIL: Sarah.J.Sharpe@us.army.mil
BY: Sarah J. Sharpe
CONTRACTING / ORDERING OFFICER

25. TOTAL ID 1,000,000
29. DIFFERENCES

26. QUANTITY IN COLUMN 20 HAS BEEN
☐ RECEIVED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

SIGNATURE OF AUTHORIZED GOVT. REP.

it is correct and proper for payment.

SIGNATURE AND TITLE OF CERTIFYING OFFICER

27. SHIP NO. | 28. DO VOUCHER NO. | 30. INITIALS

☐ PARTIAL ☐ FINAL

31. PAYMENT
☐ COMPLETE ☐ PARTIAL ☐ FINAL

32. PAID BY

33. AMOUNT VERIFIED CORRECT FOR

34. CHECK NUMBER

35. BILL OF LADING NO.

38. RECEIVED BY	39. DATE RECEIVED (YYYYMMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.

998 (EG) PREVIOUS EDITION MAY BE USED.

May or may not be signed by vendor. Dependent on signature block

Line of Accounting

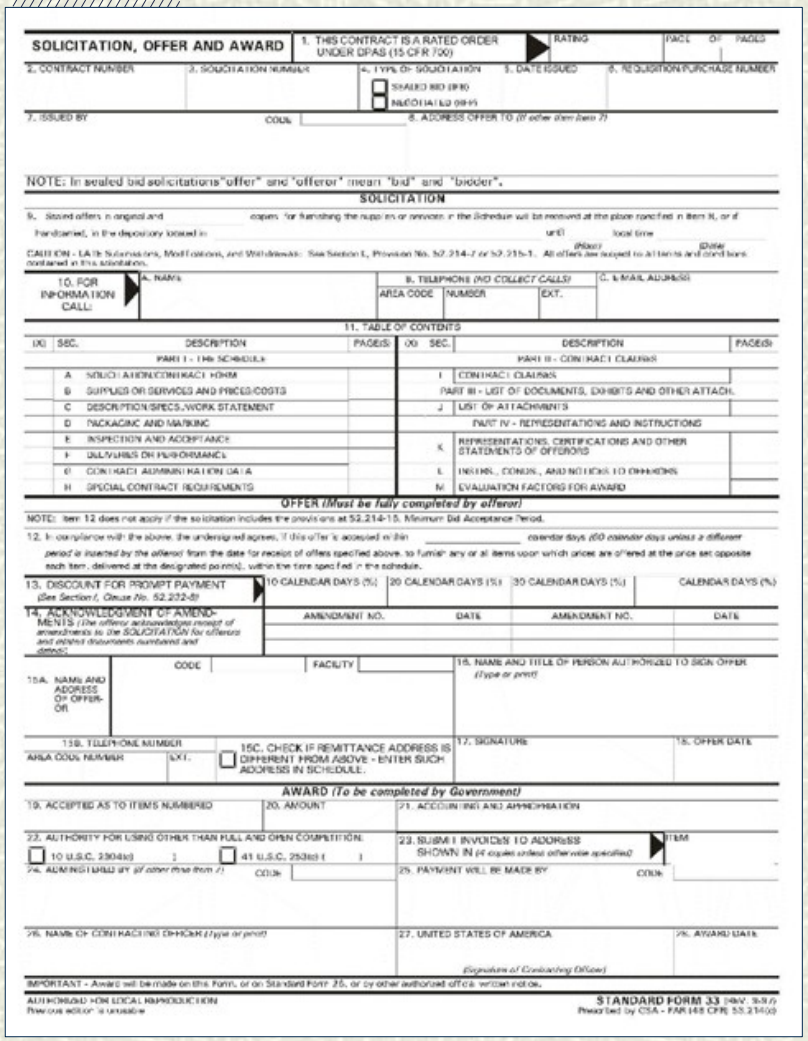
Description of Goods and Services by item procured. May be filled out with the individual items or may have a "SEE SCHEDULE" statement (more pages to follow with individual items)

Contract Total. May be Dollars or Foreign Currency

Must be signed by the Contracting Officer

Standard Form 33 (SF 33)

(Solicitation, Offer and Award)



SOLICITATION, OFFER AND AWARD

1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

RATING

PAGE OF PAGES

2. CONTRACT NUMBER

3. SOLICITATION NUMBER

4. TYPE OF SOLICITATION
- SEALED BID (IFB)
- NEGOTIATED (RFP)

5. DATE ISSUED

6. REQUISITION/PURCHASE NUMBER

7. ISSUED BY

CODE

8. ADDRESS OFFER TO (If other than Item 7)

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in until local time (Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:

A. NAME

B. TELEPHONE (NO COLLECT CALLS) AREA CODE | NUMBER | EXT.

C. E-MAIL ADDRESS

11. TABLE OF CONTENTS

(X)	SEC.	DESCRIPTION	PAGE(S)
		PART I - THE SCHEDULE	
	A	SOLICITATION/CONTRACT FORM	
	B	SUPPLIES OR SERVICES AND PRICES/COSTS	
	C	DESCRIPTION/SPECS./WORK STATEMENT	
	D	PACKAGING AND MARKING	
	E	INSPECTION AND ACCEPTANCE	
	F	DELIVERIES OR PERFORMANCE	
	G	CONTRACT ADMINISTRATION DATA	
	H	SPECIAL CONTRACT REQUIREMENTS	

(X)	SEC.	DESCRIPTION	PAGE(S)
		PART II - CONTRACT CLAUSES	
	I	CONTRACT CLAUSES	
		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.	
	J	LIST OF ATTACHMENTS	
		PART IV - REPRESENTATIONS AND INSTRUCTIONS	
	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
	M	EVALUATION FACTORS FOR AWARD	

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within ____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8) | 10 CALENDAR DAYS (%) | 20 CALENDAR DAYS (%) | 30 CALENDAR DAYS (%) | CALENDAR DAYS (%)

14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:) | AMENDMENT NO. | DATE | AMENDMENT NO. | DATE

15A. NAME AND ADDRESS OF OFFEROR | CODE | FACILITY

16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)

15B. TELEPHONE NUMBER AREA CODE | NUMBER | EXT.

15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.

17. SIGNATURE

18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED

20. AMOUNT

21. ACCOUNTING AND APPROPRIATION

22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:
- 10 U.S.C. 2304(c) ( )
- 41 U.S.C. 253(c) ( )

23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)

ITEM

24. ADMINISTERED BY (If other than 7)

CODE

25. PAYMENT WILL BE MADE BY

CODE

26. NAME OF CONTRACTING OFFICER (Type or print)

27. UNITED STATES OF AMERICA

(Signature of Contracting Officer)

28. AWARD DATE

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

AUTHORIZED FOR LOCAL REPRODUCTION
Previous edition is unusable

STANDARD FORM 33 (REV. 9-97)
Prescribed by GSA - FAR (48 CFR) 53.214(c)

Characteristics and use:

- Mostly utilized for Acquisition by Sealed Bidding
- Should only be used in CVS if the Contract was awarded on the SF 33
- Not very common in Theater
- May be used as a “Base Contract” for delivery and BPA type agreements

CERPs Definition

- "A program to enable local commanders in Iraq and Afghanistan to respond to urgent humanitarian relief and reconstruction requirements within their areas of responsibility…"

Note: Funded payments that are exempt from the PPA.

(DoDFMR Vol 12, 270102)

Intentions/Uses of CERPS

CERPS is intended to be used for small-scale (< $500,000) projects that can be sustained by the local population or government.

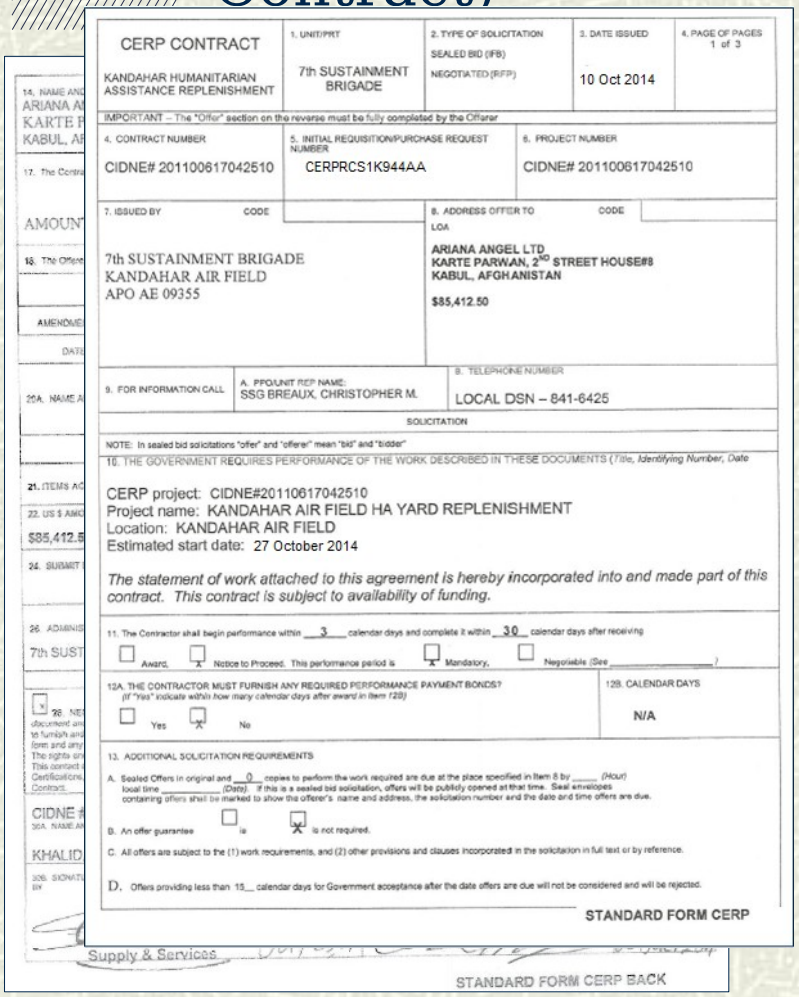
Some examples include:

- Water and Sanitation
- Food production and Distribution
- Electricity
- Healthcare
- Education
- Transportation
- Repair of civic and cultural facilities
- Battle Damage/Repair
- Condolence Payments

The complete list can be found in the DoDFMR, Vol 12 (270104)

Standard Form CERP

(Commander's Emergency Response Program Contract)



CERP CONTRACT

KANDAHAR HUMANITARIAN ASSISTANCE REPLENISHMENT

1. UNIT/PRT: 7th SUSTAINMENT BRIGADE

2. TYPE OF SOLICITATION: SEALED BID (IFB) / NEGOTIATED (RFP)

3. DATE ISSUED: 10 Oct 2014

4. PAGE OF PAGES: 1 of 3

IMPORTANT – The "Offer" section on the reverse must be fully completed by the Offeror

4. CONTRACT NUMBER: CIDNE# 201100617042510

5. INITIAL REQUISITION/PURCHASE REQUEST NUMBER: CERPRCS1K944AA

6. PROJECT NUMBER: CIDNE# 201100617042510

7. ISSUED BY / CODE:
7th SUSTAINMENT BRIGADE
KANDAHAR AIR FIELD
APO AE 09355

8. ADDRESS OFFER TO / CODE:
ARIANA ANGEL LTD
KARTE PARWAN, 2ND STREET HOUSE#8
KABUL, AFGHANISTAN
$85,412.50

9. FOR INFORMATION CALL: A. PPO/UNIT REP NAME: SSG BREAUX, CHRISTOPHER M. B. TELEPHONE NUMBER: LOCAL DSN – 841-6425

SOLICITATION

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

10. THE GOVERNMENT REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS (*Title, Identifying Number, Date*)

CERP project: CIDNE#20110617042510
Project name: KANDAHAR AIR FIELD HA YARD REPLENISHMENT
Location: KANDAHAR AIR FIELD
Estimated start date: 27 October 2014

The statement of work attached to this agreement is hereby incorporated into and made part of this contract. This contract is subject to availability of funding.

11. The Contractor shall begin performance within 3 calendar days and complete it within 30 calendar days after receiving
☐ Award, ☒ Notice to Proceed. This performance period is ☒ Mandatory, ☐ Negotiable (See _____)

12A. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE PAYMENT BONDS? (If "Yes" indicate within how many calendar days after award in Item 12B) ☐ Yes ☒ No

12B. CALENDAR DAYS: N/A

13. ADDITIONAL SOLICITATION REQUIREMENTS

A. Sealed Offers in original and 0 copies to perform the work required are due at the place specified in Item 8 by _____ (Hour) local time _____ (Date). If this is a sealed bid solicitation, offers will be publicly opened at that time. Seal envelopes containing offers shall be marked to show the offeror's name and address, the solicitation number and the date and time offers are due.

B. An offer guarantee ☐ is ☒ is not required.

C. All offers are subject to the (1) work requirements, and (2) other provisions and clauses incorporated in the solicitation in full text or by reference.

D. Offers providing less than 15 calendar days for Government acceptance after the date offers are due will not be considered and will be rejected.

STANDARD FORM CERP

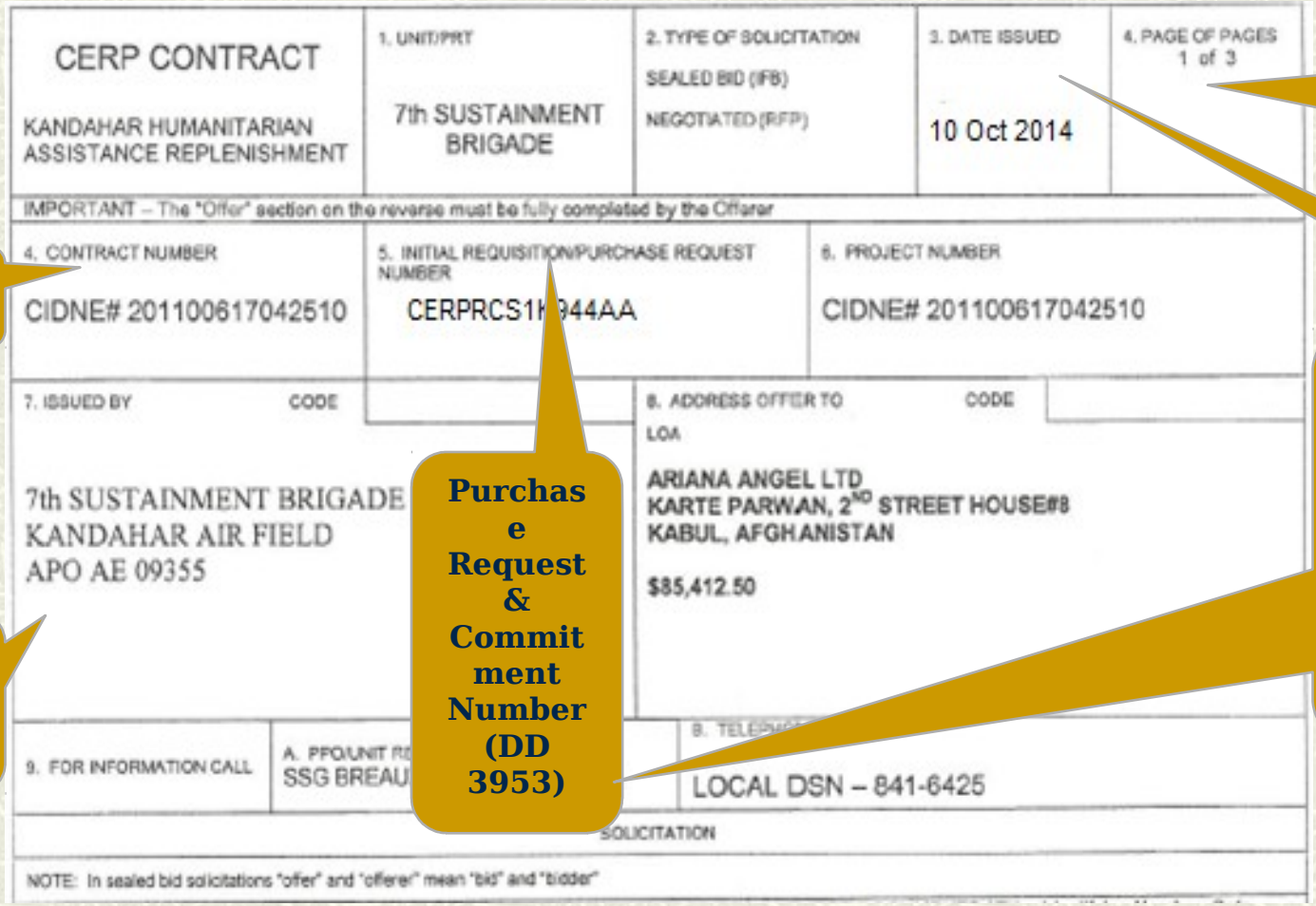
Supply & Services

STANDARD FORM CERP BACK

Characteristics and use:

- Contracts funded with CERP funds only
- Performance based procurement and payment
- Prepared by the Contracting office or an authorized representative (Project Purchasing Officer-PPO)
- Very common in Afghanistan for procuring CERP funded services
- Humanitarian Efforts

Standard Form CERP (Front Page-Top portion)



CERP CONTRACT KANDAHAR HUMANITARIAN ASSISTANCE REPLENISHMENT	1. UNIT/PRT 7th SUSTAINMENT BRIGADE	2. TYPE OF SOLICITATION SEALED BID (IFB) NEGOTIATED (RFP)	3. DATE ISSUED 10 Oct 2014	4. PAGE OF PAGES 1 of 3

IMPORTANT – The "Offer" section on the reverse must be fully completed by the Offeror

4. CONTRACT NUMBER	5. INITIAL REQUISITION/PURCHASE REQUEST NUMBER	6. PROJECT NUMBER
CIDNE# 201100617042510	CERPRCS1K 944AA	CIDNE# 201100617042510

7. ISSUED BY CODE	8. ADDRESS OFFER TO CODE
7th SUSTAINMENT BRIGADE KANDAHAR AIR FIELD APO AE 09355	LOA ARIANA ANGEL LTD KARTE PARWAN, 2ND STREET HOUSE#8 KABUL, AFGHANISTAN $85,412.50

9. FOR INFORMATION CALL	A. PFO/UNIT RO	B. TELEPHONE
	SSG BREAU	LOCAL DSN – 841-6425

SOLICITATION

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

Number of contract pages

Contract Number

Contract Date

Name of Contracting officer or authorized representative (Project Purchasing Officer)

Purchase Request & Commitment Number (DD 3953)

Issuing Unit or Contracting Office

Standard Form CERP (Front Page-Bottom portion)

General Project information

Execution terms

SOLICITATION

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"

10. THE GOVERNMENT REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS (*Title, Identifying Number, Date*

CERP project: CIDNE#20110617042510
Project name: KANDAHAR AIR FIELD HA YARD REPLENISHMENT
Location: KANDAHAR AIR FIELD
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The statement of work attached to this agreement is hereby incorporated into and made part of this contract. This contract is subject to availability of funding.

11. The Contractor shall begin performance within 3 calendar days and complete it within 30 calendar days after receiving

☐ Award, ☒ Notice to Proceed. This performance period is ☒ Mandatory, ☐ Negotiable (See _____)

12A. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE PAYMENT BONDS?
(If "Yes" indicate within how many calendar days after award in item 12B)

☐ Yes ☒ No

12B. CALENDAR DAYS

N/A

13. ADDITIONAL SOLICITATION REQUIREMENTS

A. Sealed Offers in original and 0 copies to perform the work required are due at the place specified in Item 8 by _____ *(Hour)* local time _____ *(Date)*. If this is a sealed bid solicitation, offers will be publicly opened at that time. Seal envelopes containing offers shall be marked to show the offeror's name and address, the solicitation number and the date and time offers are due.

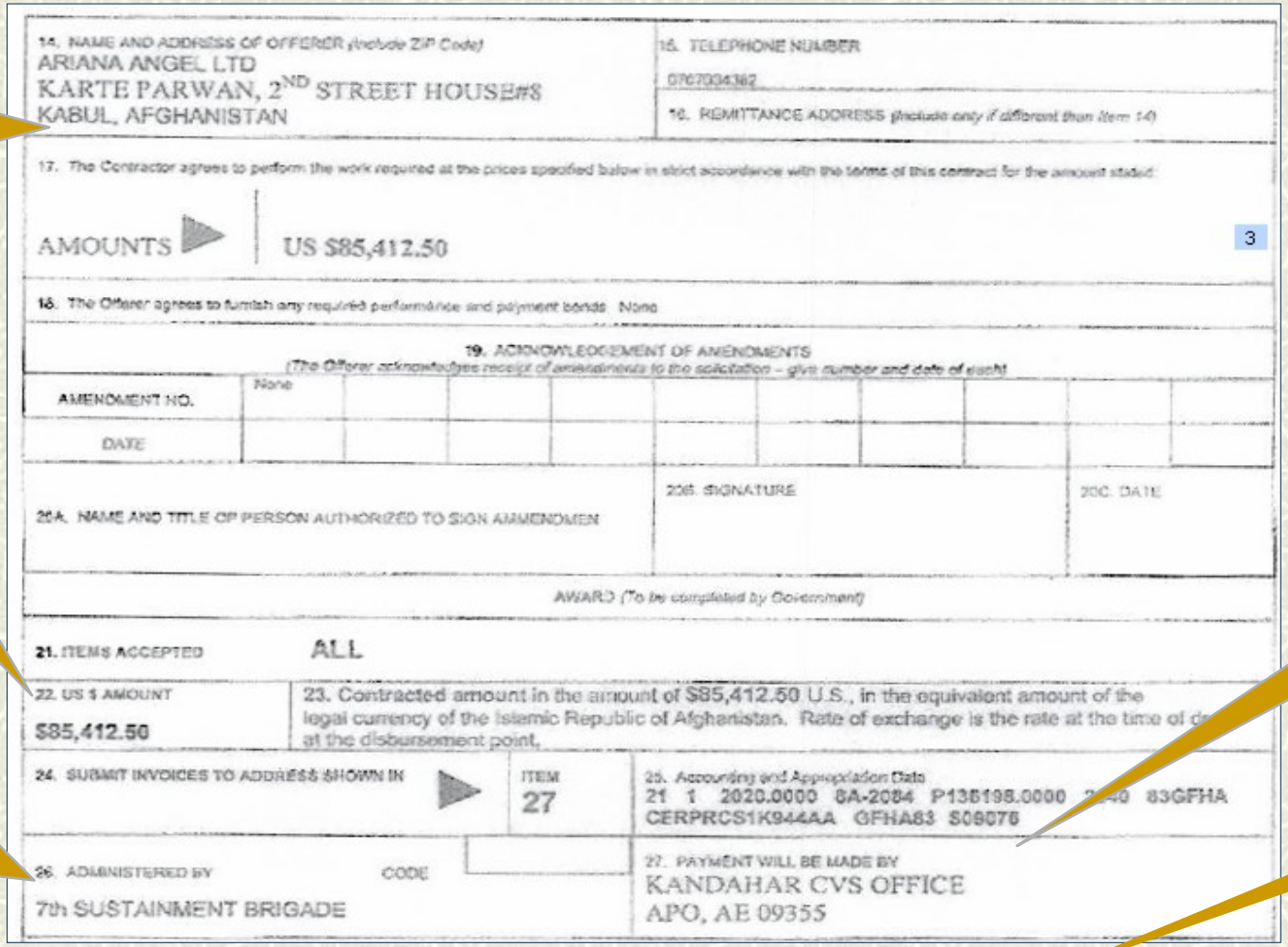
B. An offer guarantee ☐ is ☒ is not required.

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D. Offers providing less than 15 calendar days for Government acceptance after the date offers are due will not be considered and will be rejected.

STANDARD FORM CERP

Standard Form CERP (Back Page-Top portion)



14. NAME AND ADDRESS OF OFFEROR (Include ZIP Code)
ARIANA ANGEL LTD
KARTE PARWAN, 2ND STREET HOUSE#8
KABUL, AFGHANISTAN

15. TELEPHONE NUMBER
0767004362

16. REMITTANCE ADDRESS (Include only if different than Item 14)

17. The Contractor agrees to perform the work required at the prices specified below in strict accordance with the terms of this contract for the amount stated:

AMOUNTS ▶ US $85,412.50

3

18. The Offeror agrees to furnish any required performance and payment bonds None

19. ACKNOWLEDGEMENT OF AMENDMENTS
(The Offeror acknowledges receipt of amendments to the solicitation – give number and date of each)

AMENDMENT NO.	None									
DATE										

20A. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN AMMENDMEN

20B. SIGNATURE

20C. DATE

AWARD (To be completed by Government)

21. ITEMS ACCEPTED ALL

22. US $ AMOUNT
$85,412.50

23. Contracted amount in the amount of $85,412.50 U.S., in the equivalent amount of the legal currency of the Islamic Republic of Afghanistan. Rate of exchange is the rate at the time of d... at the disbursement point.

24. SUBMIT INVOICES TO ADDRESS SHOWN IN ▶ ITEM 27

25. Accounting and Appropriation Data
21 1 2020.0000 8A-2084 P135198.0000 ... 83GFHA CERPRCS1K944AA GFHA83 S08076

26. ADMINISTERED BY CODE
7th SUSTAINMENT BRIGADE

27. PAYMENT WILL BE MADE BY
KANDAHAR CVS OFFICE
APO, AE 09355

Vendor information

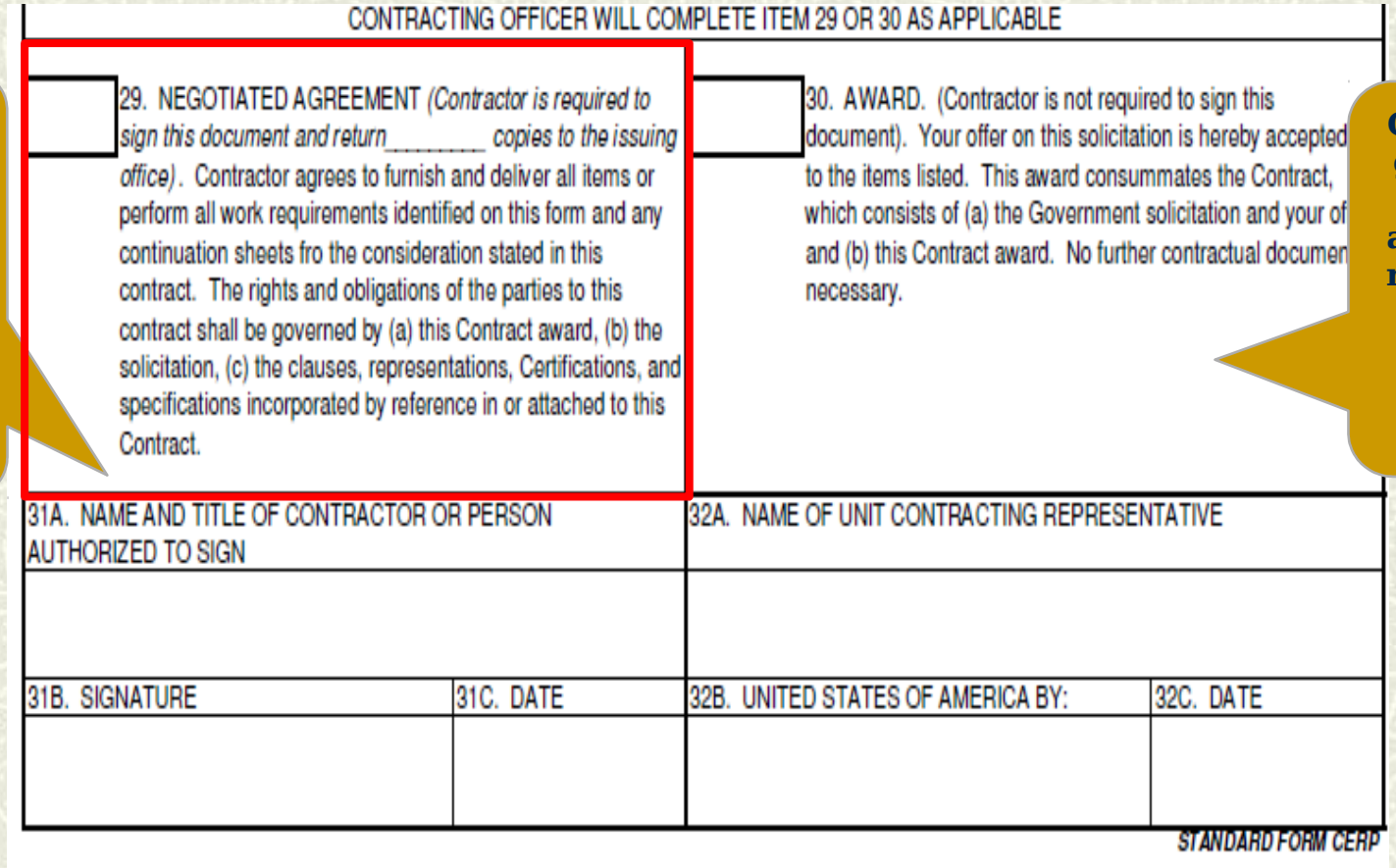
Contract amount (award)

Unit administering contract

Line of accounting

Paying office

Standard Form CERP (Back Page-Bottom portion)



CONTRACTING OFFICER WILL COMPLETE ITEM 29 OR 30 AS APPLICABLE

29. NEGOTIATED AGREEMENT *(Contractor is required to sign this document and return_____ copies to the issuing office)*. Contractor agrees to furnish and deliver all items or perform all work requirements identified on this form and any continuation sheets fro the consideration stated in this contract. The rights and obligations of the parties to this contract shall be governed by (a) this Contract award, (b) the solicitation, (c) the clauses, representations, Certifications, and specifications incorporated by reference in or attached to this Contract.

30. AWARD. (Contractor is not required to sign this document). Your offer on this solicitation is hereby accepted to the items listed. This award consummates the Contract, which consists of (a) the Government solicitation and your of and (b) this Contract award. No further contractual documen necessary.

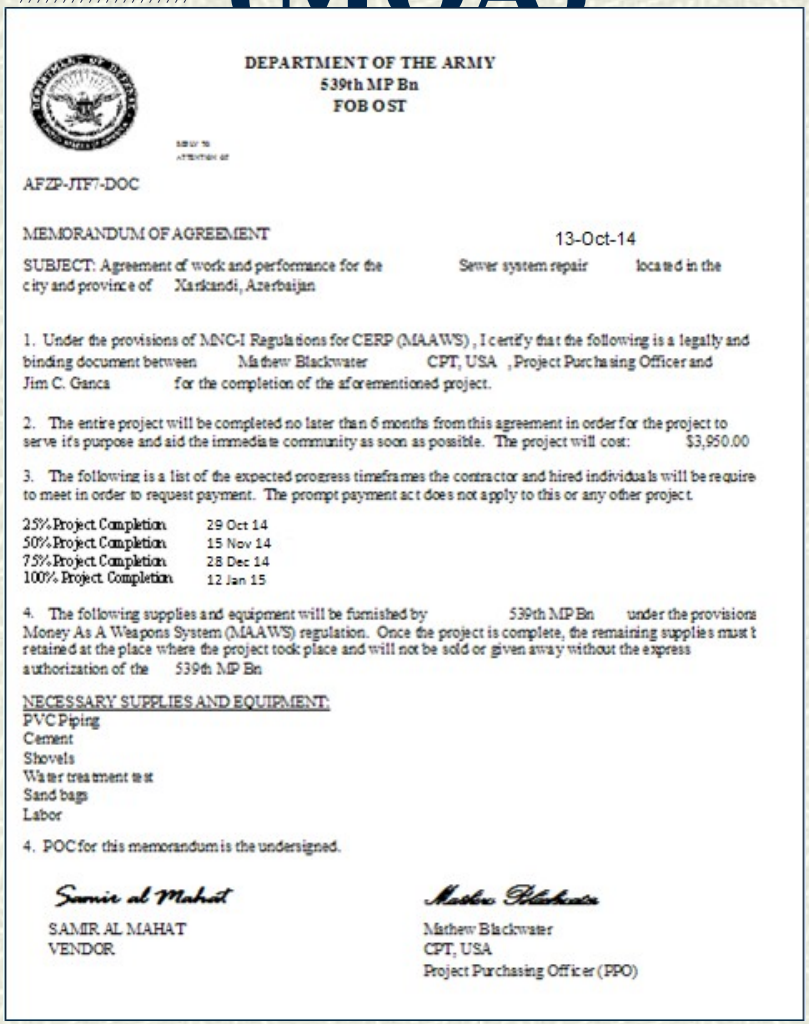
31A. NAME AND TITLE OF CONTRACTOR OR PERSON AUTHORIZED TO SIGN		32A. NAME OF UNIT CONTRACTING REPRESENTATIVE	
31B. SIGNATURE	31C. DATE	32B. UNITED STATES OF AMERICA BY:	32C. DATE

STANDARD FORM CERP

May or may not be signed by vendor. Dependent on signature block being checked.

Contracting officer's or authorized representative awarding the contract

Memorandum of Agreement (MOA)



DEPARTMENT OF THE ARMY
539th MP Bn
FOB OST

AFZP-JIF?-DOC

MEMORANDUM OF AGREEMENT 13-Oct-14

SUBJECT: Agreement of work and performance for the Sewer system repair located in the city and province of Xarkandi, Azerbaijan

1. Under the provisions of MNC-I Regulations for CERP (MAAWS) , I certify that the following is a legally and binding document between Mathew Blackwater CPT, USA , Project Purchasing Officer and Jim C. Ganca for the completion of the aforementioned project.

2. The entire project will be completed no later than 6 months from this agreement in order for the project to serve it's purpose and aid the immediate community as soon as possible. The project will cost: $3,950.00

3. The following is a list of the expected progress timeframes the contractor and hired individuals will be require to meet in order to request payment. The prompt payment act does not apply to this or any other project.

25% Project Completion 29 Oct 14
50% Project Completion 15 Nov 14
75% Project Completion 28 Dec 14
100% Project Completion 12 Jan 15

4. The following supplies and equipment will be furnished by 539th MP Bn under the provisions Money As A Weapons System (MAAWS) regulation. Once the project is complete, the remaining supplies must t retained at the place where the project took place and will not be sold or given away without the express authorization of the 539th MP Bn

NECESSARY SUPPLIES AND EQUIPMENT:
PVC Piping
Cement
Shovels
Water treatment test
Sand bags
Labor

4. POC for this memorandum is the undersigned.

Samir al Mahat
SAMIR AL MAHAT
VENDOR

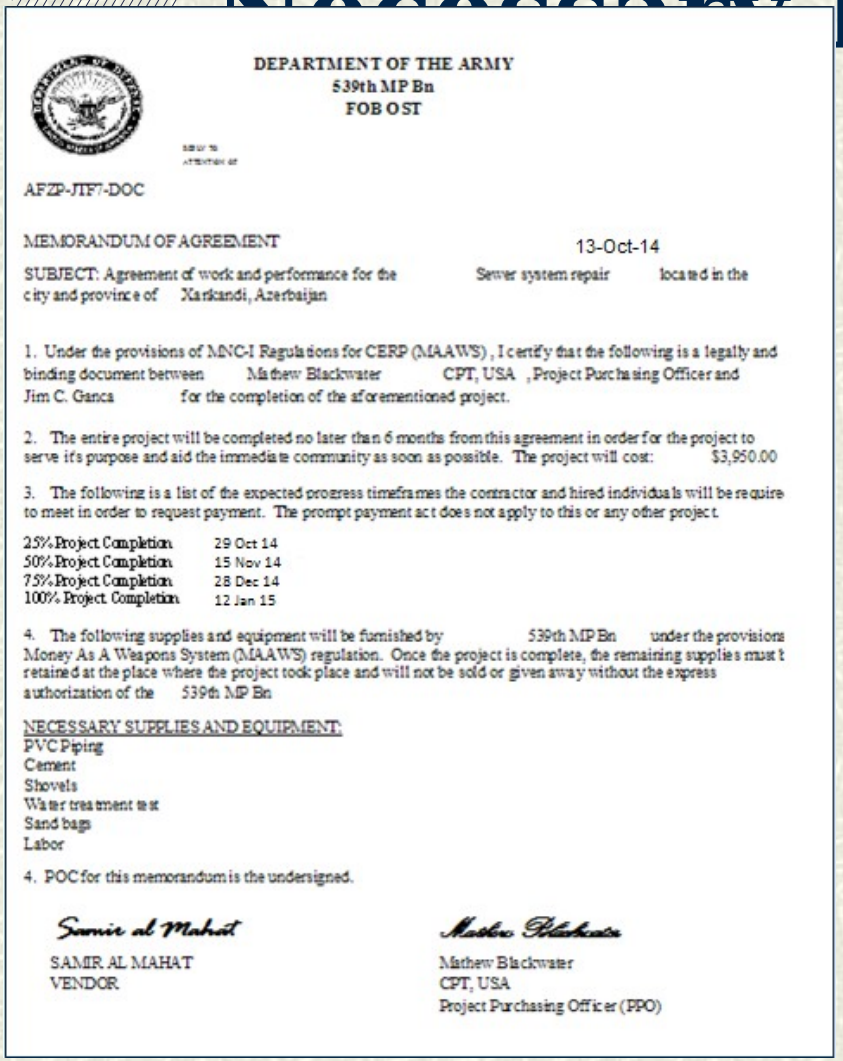
Mathew Blackwater
CPT, USA
Project Purchasing Officer (PPO)

Characteristics and use:

- Written in memorandum format
- Provides Unit Commanders with the ability to create an immediate positive impact on the local national population
- Construction, maintenance and sustainment of local national facilities
- Performance based agreements
- Different funding thresholds require different levels of approval authority

Memorandum of Agreement (MOA)

Necessary Information



DEPARTMENT OF THE ARMY
539th MP Bn
FOB OST

AFZP-JTF7-DOC

MEMORANDUM OF AGREEMENT 13-Oct-14

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NECESSARY SUPPLIES AND EQUIPMENT:
PVC Piping
Cement
Shovels
Water treatment test
Sand bags
Labor

4. POC for this memorandum is the undersigned.

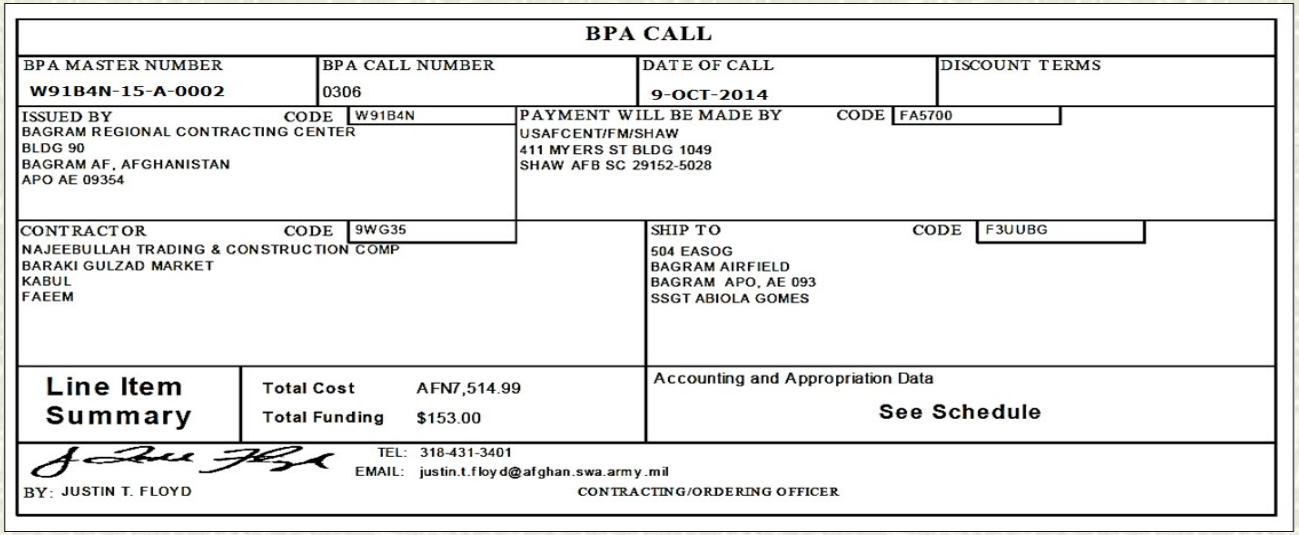
Samir al Mahat
SAMIR AL MAHAT
VENDOR

Mathew Blackwater
Mathew Blackwater
CPT, USA
Project Purchasing Officer (PPO)

- Name of vendor w/ contact information
- Dates when work is to take place
- Specific price
- Payment schedule (progress)
- Changes to work statement
- Permits & responsibilities
- Cleaning up
- Project cancellations
- Name of PPO w/ contact information
- Signed by both the vendor and Project Purchasing Officer

BPA Call

(Blanket Purchase Agreement Call)



BPA CALL

BPA MASTER NUMBER	BPA CALL NUMBER	DATE OF CALL	DISCOUNT TERMS
W91B4N-15-A-0002	0306	9-OCT-2014	

ISSUED BY CODE W91B4N
BAGRAM REGIONAL CONTRACTING CENTER
BLDG 90
BAGRAM AF, AFGHANISTAN
APO AE 09354

PAYMENT WILL BE MADE BY CODE FA5700
USAFCENT/FM/SHAW
411 MYERS ST BLDG 1049
SHAW AFB SC 29152-5028

CONTRACTOR CODE 9WG35
NAJEEBULLAH TRADING & CONSTRUCTION COMP
BARAKI GULZAD MARKET
KABUL
FAEEM

SHIP TO CODE F3UUBG
504 EASOG
BAGRAM AIRFIELD
BAGRAM APO, AE 093
SSGT ABIOLA GOMES

Line Item Summary — Total Cost AFN7,514.99 — Total Funding $153.00

Accounting and Appropriation Data: See Schedule

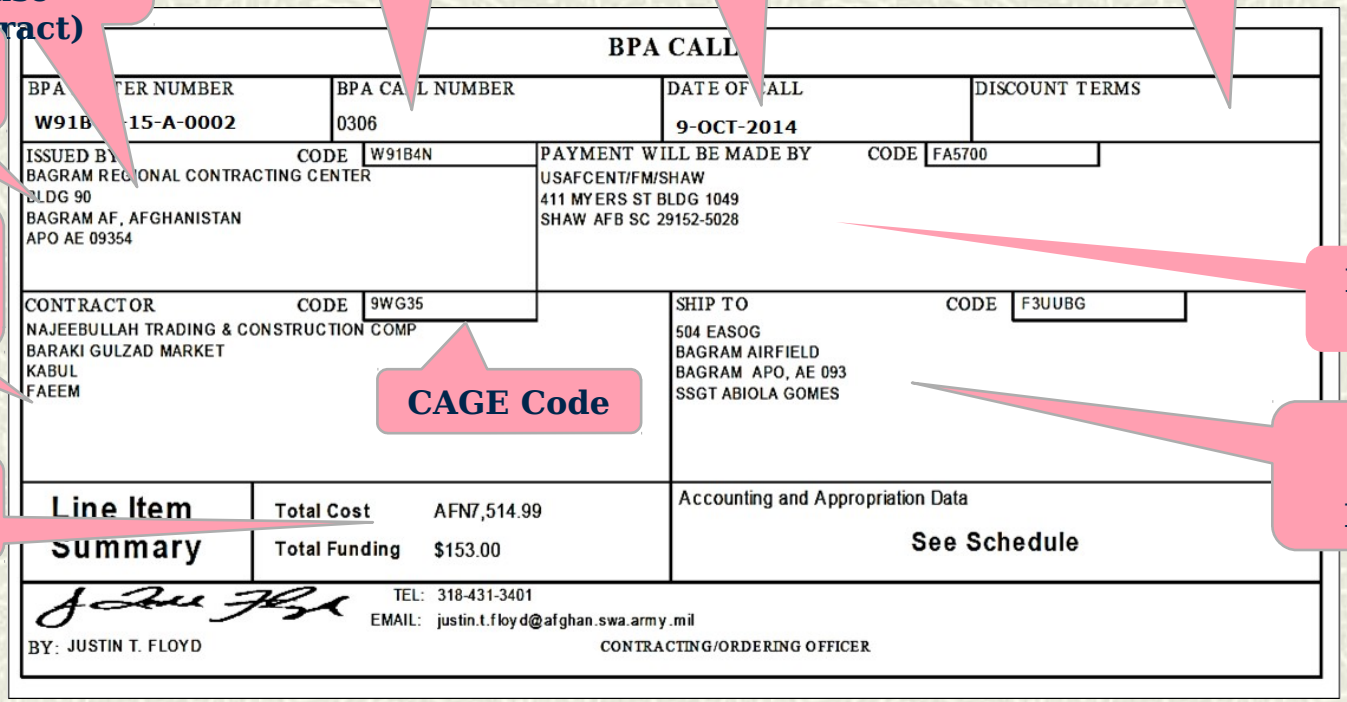
BY: JUSTIN T. FLOYD
TEL: 318-431-3401
EMAIL: justin.t.floyd@afghan.swa.army.mil
CONTRACTING/ORDERING OFFICER

Characteristics and use:

- Simplified acquisition procedures (DFAR)
- This form is to be treated as a standalone Contract
- Execution of Blanket Purchase Agreement (BPA) contract
- Used for recurring requirements under the same “Base Contract” number
- Common in Theater

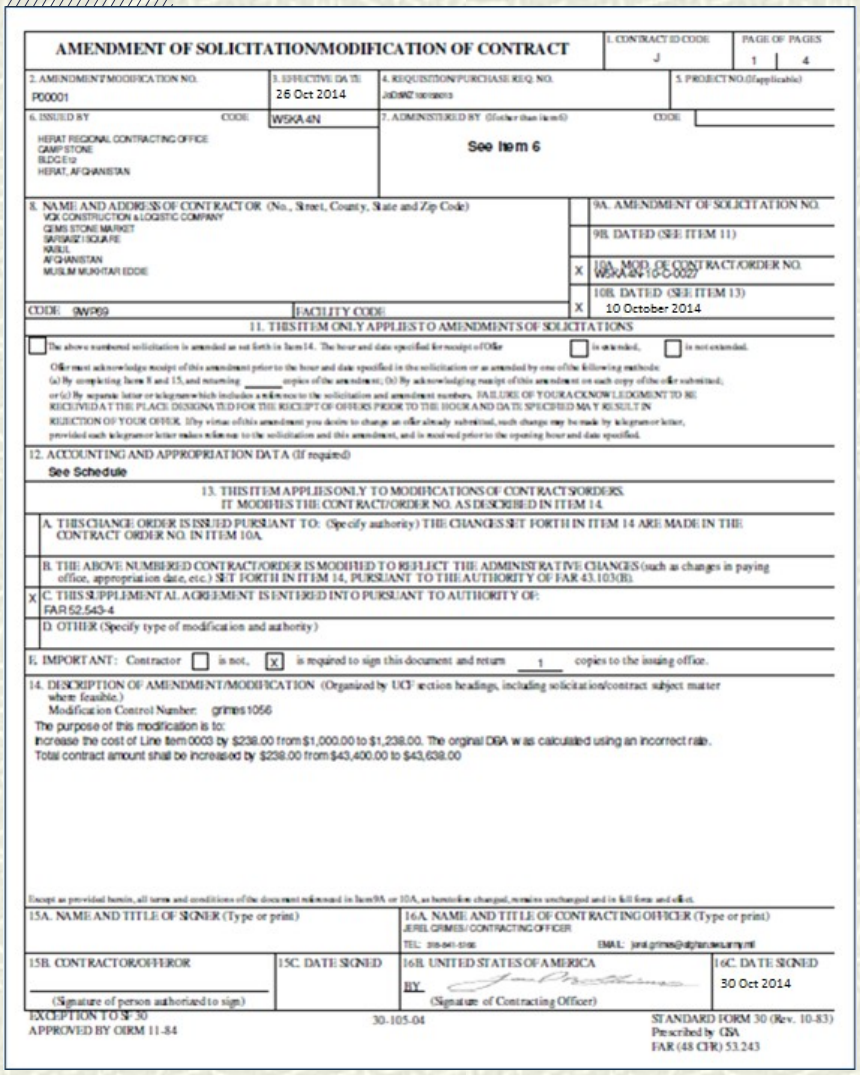
BPA Call

(Blanket Purchase Agreement Call)



Standard Form 30 (SF 30)

(Amendment of Solicitation/Modification of Contract)



AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE: J | PAGE OF PAGES: 1 | 4

2. AMENDMENT/MODIFICATION NO.: P00001
3. EFFECTIVE DATE: 26 Oct 2014
4. REQUISITION/PURCHASE REQ. NO.:
5. PROJECT NO. (If applicable):

6. ISSUED BY: CODE: W5KA4N
HERAT REGIONAL CONTRACTING OFFICE
CAMP STONE
BLDG 612
HERAT, AFGHANISTAN

7. ADMINISTERED BY (If other than item 6): CODE:
See Item 6

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)
VCK CONSTRUCTION & LOGISTIC COMPANY
GEMS STONE MARKET
SAFFARZI SQUARE
KABUL
AFGHANISTAN
MUSLIM MUKHTAR EDDIE

CODE: 9W999 FACILITY CODE:

9A. AMENDMENT OF SOLICITATION NO.:
9B. DATED (SEE ITEM 11):
X 10A. MOD. OF CONTRACT/ORDER NO.: W5KA4N-10-C-0027
X 10B. DATED (SEE ITEM 13): 10 October 2014

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer ☐ is extended, ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning ____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).

X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.543-4

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
Modification Control Number: grimes1056
The purpose of this modification is to:
Increase the cost of Line Item 0003 by $238.00 from $1,000.00 to $1,238.00. The orginal DBA was calculated using an incorrect rate.
Total contract amount shall be increased by $238.00 from $43,400.00 to $43,638.00

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and is in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
JERI L GRIMES / CONTRACTING OFFICER
TEL: [redacted] EMAIL: [redacted]

15B. CONTRACTOR/OFFEROR
(Signature of person authorized to sign)

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA
BY
(Signature of Contracting Officer)

16C. DATE SIGNED: 30 Oct 2014

EXCEPTION TO SF 30
APPROVED BY OIRM 11-84

30-105-04

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

Characteristics and use:

- Preferred method of modification for all Contract Types
- Modifying contract terms, rates, length, supplies or services
- Modifying administrative items such as Payment Office, Lines of Accounting, etc.

SF 30 (Top portion)



AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE: J | PAGE OF PAGES: 1 | 4

2. AMENDMENT/MODIFICATION NO.: P00001

3. EFFECTIVE DATE: 26 Oct 2014

4. REQUISITION/PURCHASE REQ. NO.:

5. PROJECT NO. (If applicable):

6. ISSUED BY: CODE: W5KA4N
HERAT REGIONAL CONTRACTING OFFICE
CAMP STONE
BLDG E12
HERAT, AFGHANISTAN

7. ADMINISTERED BY (If other than item 6): CODE:
See Item 6

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)
VCK CONSTRUCTION & LOGISTIC COMPANY
GEMS STONE MARKET
SARSARZI SQUARE
KABUL
AFGHANISTAN
MUSLIM MUKHTAR EDDIE

9A. AMENDMENT OF SOLICITATION NO.:

9B. DATED (SEE ITEM 11):

X 10A. MOD. OF CONTRACT/ORDER NO.: W5KA4N-10-C-0027

X 10B. DATED (SEE ITEM 13): 10 October 2014

CODE: 9WP99 FACILITY CODE:

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer ☐ is extended, ☐ is not extended.

Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning ____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

Modification Number

Contracting Office (Code = DoDAAC)

Vendor name and address

Vendor's CAGE Code (Taxes)

Checked if modification extends contract length

Number of modification pages

Contract being modified

Contract extended / not extended

Line of Accounting

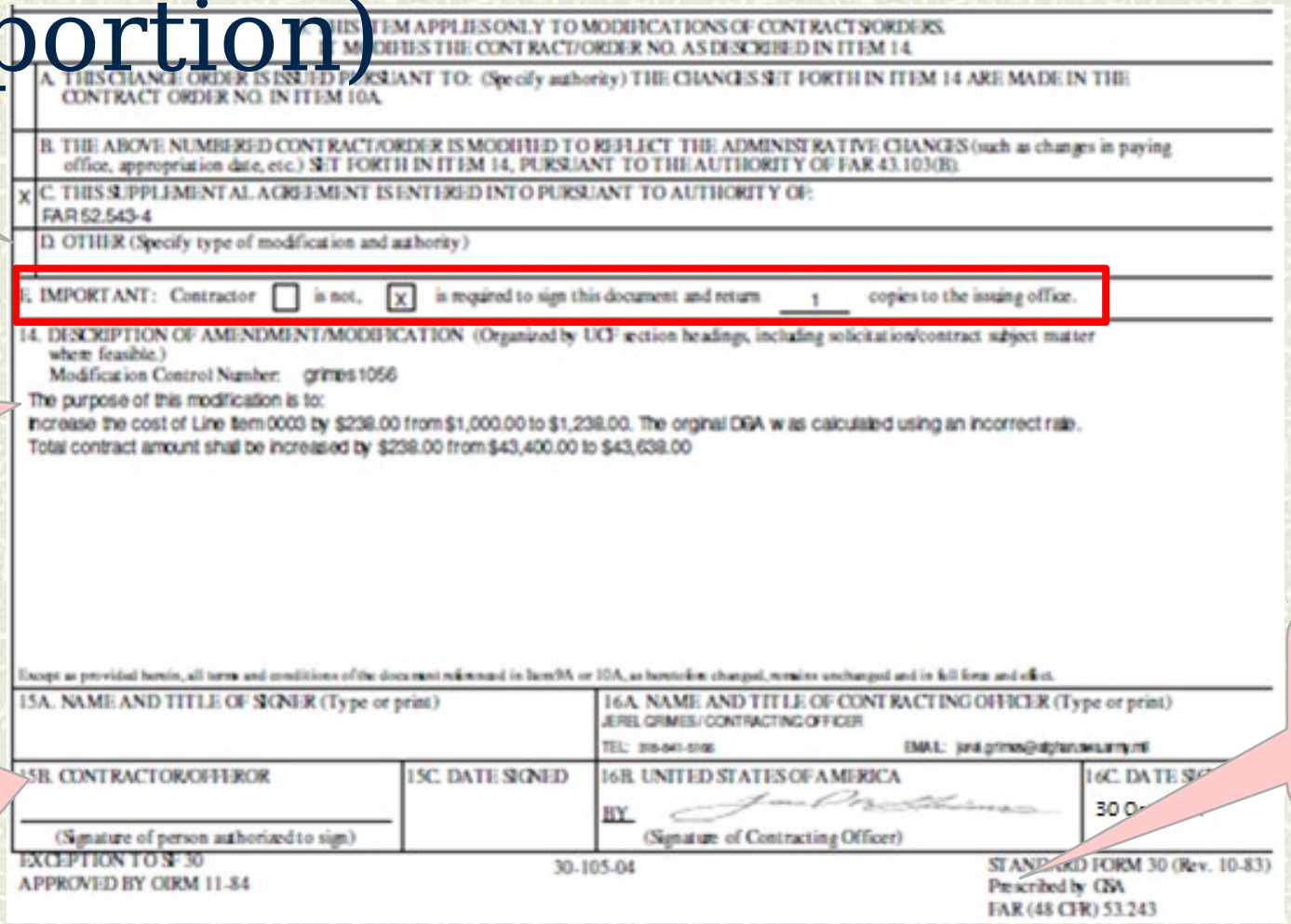
SF 30 (Bottom portion)

Type of modification

Modification specifics

Vendor may or may not sign based on Block "E". Per Local Policy.

Must be signed by the Contracting Officer



THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).

X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
FAR 52.543-4

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
Modification Control Number: grimes1056
The purpose of this modification is to:
Increase the cost of Line Item 0003 by $238.00 from $1,000.00 to $1,238.00. The orginal DBA was calculated using an incorrect rate.
Total contract amount shall be increased by $238.00 from $43,400.00 to $43,638.00

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) JERELGRIMES/CONTRACTING OFFICER TEL: [redacted] EMAIL: [redacted]	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED 30 Oct

EXCEPTION TO SF 30
APPROVED BY OIRM 11-84

30-105-04

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

Contract additional information

Due to the nature of the document, the contract will contain a large amount of information (depending on the agreement) that is critical for the proper execution of the agreement between the Contracting Office and Vendor.

The information attached to each contract will ensure that the Vendor provides the U.S. Government supplies or services with the exact specifications needed for the accomplishment of the specific requirement. It will also ensure that the Vendor is aware of critical timelines

Contract Schedule (continuation sheets)

Items discussed in the Contract back up documentation includes but is not limited to:

- Supplies/Services specifications
- Inspection and Acceptance Terms
- Delivery Information
- Accounting and Appropriation Data
- Clauses by “reference” or “full text”
- Contract option to extend
- Other administrative data:
  - Compliance to Local Laws and regulations
  - Payment method- Foreign Currency or Dollars; EFT, Check, Cash

Note: *Only information that impacts CVS will be discussed more in depth*

Supplies or Services Example

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		1	Lump Sum	$7,710.00	$7,710.00
	Install 15,000 L (3,960 Gal) Steel Septi				
	FFP				
	Install 15,000 L (3,960 Gal) Steel Septic Tank to replace current faulty septic tank on Camp Meyers EOD Compound.				
	In accordance with the Statement of Work.				
	FOB: Destination				
	NSN: Y244-01-234-5678				
	PURCHASE REQUEST NUMBER: KAF9H3ECE00817				
	SIGNAL CODE: A				
	ACRN AA			NET AMT	$7,710.00
	CIN: KAF9H3ECE008170001				$7,710.00

Contract Line identification Number (CLIN)

Supplies or Services specification

Quantity, Unit prices and amount. Amounts may be in Foreign Currency depending on what the contract is written in.

Dollar value of CLIN Line

Note: *Each CLIN may have its own Line of accounting*

Line of Accounting Example

ACCOUNTING AND APPROPRIATION DATA

AA: 2152020000008A2084P135197000026EB833ECEKAF9H3ECE008173ECE83S09076
AMOUNT: $7,710.00
CIN KAF9H3ECE008170001: $7,710.00

Line of Accounting and total

Note: *Contracts may have multiple Lines of Accounting. The contract may cross Fiscal Years or each CLIN may have it's own line.*

Clauses by "Full text"

CLAUSES INCORPORATED BY FULL TEXT

52.204-7 System for Award Management (SAM) (July 2013)

(a) Definitions. As used in this clause--

System for Award Management (SAM) database means the primary Government repository for Contractor information required for the conduct of business with the Government.

Data Universal Numbering System (DUNS) number means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.

Data Universal Numbering System +4 (DUNS+4) number means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional (SAM) records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same parent concern.

Registered in the (SAM) database means that--



X (39) 52.232-34, Payment by Electronic Funds Transfer--Other than System for Award Management (MAY 1999) (31 U.S.C. 3332)

Note: *usually only critical clauses are explained in full text format. All clauses come from the FAR*

Clauses by “Reference” Example

CLAUSES INCORPORATED BY REFERENCE

52.212-4 Contract Terms and Conditions—Commercial Items May 2014
52.222-50 Combating Trafficking in Persons Feb 2009
52.225-13 Restrictions on Certain Foreign Purchases Jun 2008
52.252-2 Clauses Incorporated By Reference Feb 1998
252.203-7000 Requirements Relating to Compensation of Former Sep 2011 DoD Officials
252.203-7002 Requirement to Inform Employees of Whistleblower Rights Sep 2011
252.232-7008 Assignment of Claims (Overseas)

System for Award Management

System for Award Management (SAM)

- **System for Award Management (SAM)** is the primary registrant database for the U.S. Federal Government. SAM collects, validates, stores and disseminates data in support of agency acquisition missions.
- According to the FAR 4.11, prospective vendors must be registered in SAM prior to the award of a contract; basic agreement, basic ordering agreement, or blanket purchase agreement.
- According to FAR 52.204-7, to register in SAM, a firm must have a Data Universal Numbering System (DUNS) number. The DUNS Number is assigned by Dun & Bradstreet, Inc. (D&B) to identify unique business entities.

- **CVS personnel should obtain Vendor information directly from the SAM Database when preparing**

SAM Terminology

- **CAGE (Commercial And Government Entity) Code:** is a unique identifier assigned to suppliers and contractors/vendors to various government or defense agencies

- **NCAGE (NATO Commercial And Government Entity) Code:** is an International CAGE Code

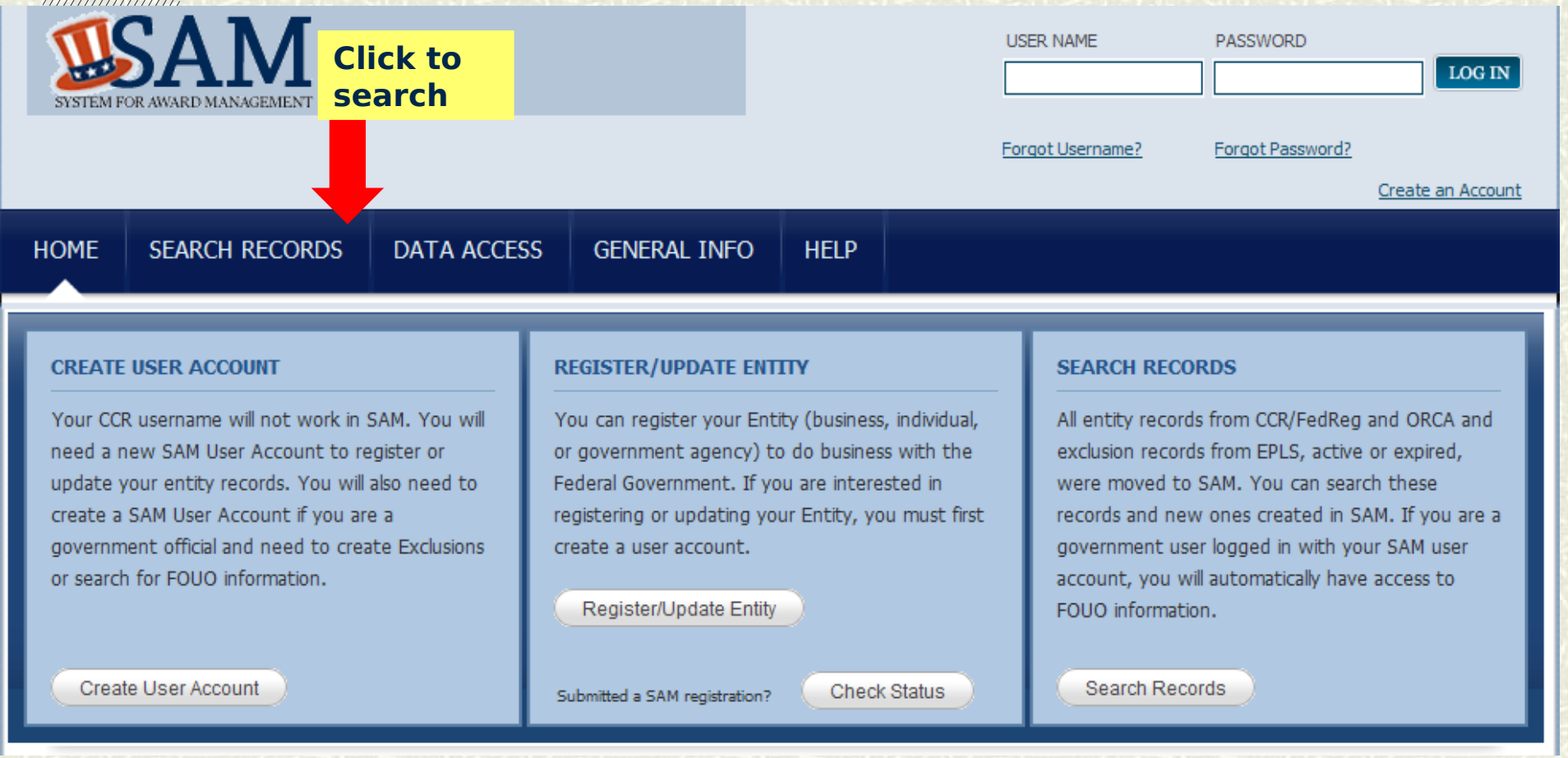
- **DUNS (Data universal Numbering System) code:** these codes are used for a variety of purposes, including establishing business credit, applying for government contracting opportunities, and giving potential customers a way to view your payment history

- **TIN (Tax Identification Number):** is an identifying number used for tax purposes in the United States.

System for Award Management (SAM) facts and information

- Anyone can access the SAM website and obtain “General Vendor information”. This information includes:
  - DUNS
  - CAGE or NCAGE
  - Vendor Address
  - Corporate Status
  - Goods/Services provided by the vendor
  - Small Business status
  - Vendor points of contact
- In order to access “Sensitive Vendor information”, access to the Website must be requested. Sensitive information includes:

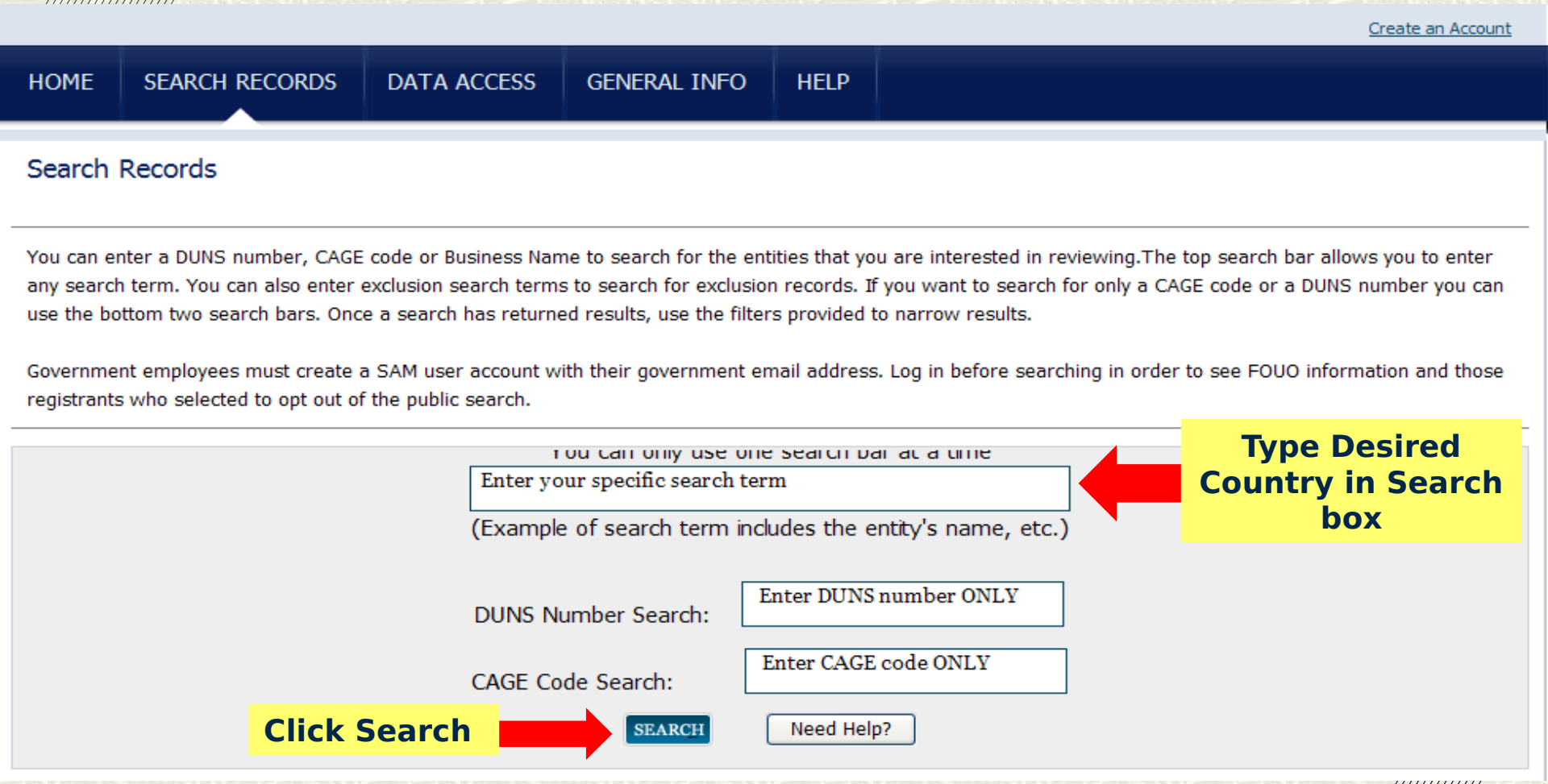
System for Award Management (Cont'd)



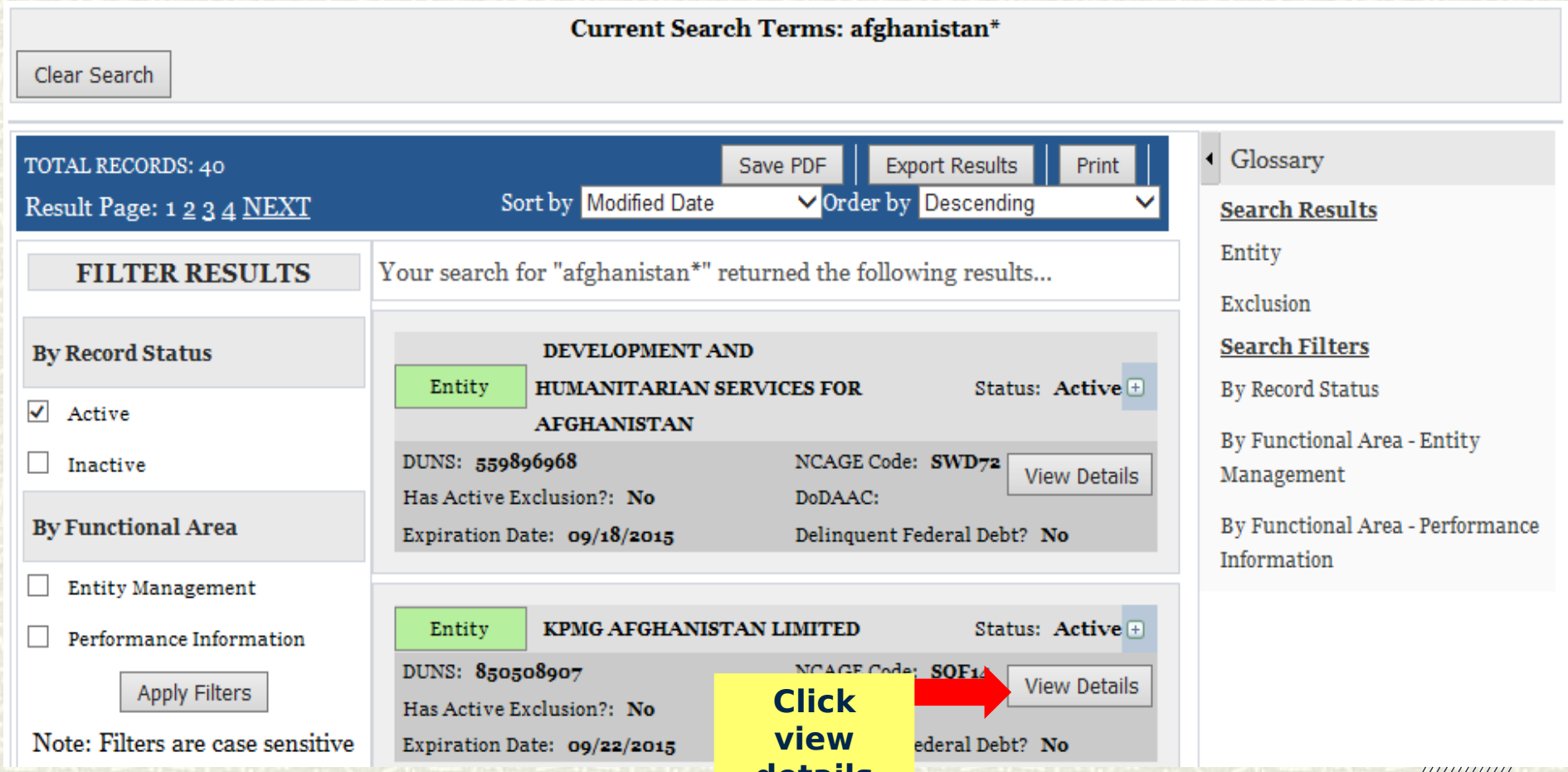
https://www.sam.gov/portal/public/SAM/

SAM Search Options

NOTE: May query by any of the available fields



SAM Search Options



SAM Foreign Vendor profile



Note: Foreign Vendor CAGE code usually start with an Alpha

SAM Foreign Vendor profile (Cont'd)

Business & TIN Information:

Business Information:	
Business Start Date:	02/24/2004
Fiscal Year End Close Date:	09/30
Company Division Name:	
Company Division Number:	
Corporate URL:	
Congressional District:	
Registration Date:	02/14/2012
Activation Date:	09/22/2014
Expiration Date:	09/22/2015
Renewal Date:	09/22/2014
Physical Address:	
Address Line:	PARK PLAZA
City:	KABUL
State/Province:	
Country:	AFGHANISTAN
ZIP/Postal Code:	
Mailing Address:	
Address Line 1:	1ST FLOOR, PARK PLAZA, SHAHR-E-NOW
Address Line 2:	
City:	KABUL
State/Province:	
Country:	AFGHANISTAN

SAM Foreign Vendor profile (Cont'd)

CAGE/NCAGE Code

NCAGE: SQF14

General Information

Country of Incorporation: AFGHANISTAN

State of Incorporation:

Business Types

For more information on an entity's socio-economic status please see SBA's Dynamic Small Business Search.

Entity Structure

International Organization

Profit Structure

For Profit Organization

Entity Type

Business or Organization

Purpose of Registration

All Awards

Organization Factors

Foreign Owned and Located

SAM U.S. Vendor profile



Texas Iron & Steel, LLC
DUNS: 785331026 CAGE Code: 78AG9
Status: Active

288 Pr 2317
Longview, TX, 75603 ,
UNITED STATES

Entity Overview

Entity Information −

Name: Texas Iron & Steel, LLC
Business Type: Business or Organization
POC Name: Matthew Wright
Registration Status: Active
Activation Date: 09/30/2014
Expiration Date: 09/26/2015

Exclusions −

Active Exclusion Records? No

Note: U.S Vendor CAGE code usually start with a number

Check on Learning

- **What is a Contract?**
  A mutual binding legal relationship obligating the seller to furnish the supplies and services and the buyer to pay for them.

What is a PIIN and what else is it usually called?
Procurement Instrument Identification Number also known as “Contract number”.

- **What FY was this contract number assigned on? W91B4K-15-C-0125**
  FY 15.

Give 4 examples of Types of Instrument codes and their purpose:

- A- Blanket Purchase Agreements (BPA)
- D- Delivery Orders
- C- Contracts of all types
- M- Purchase Orders (Manual)
- P- Purchase Orders (Automatic)
- L- Lease Agreement

ow are Delivery Orders and BPA “Contract numbers” different from the rest?

They contain an additional 4 digits designating the specific Delivery order or BPA Call.

sed on the Code, what type of Instrument is this? W91B4K-15-D-1234 0002

A Delivery Order.

Check on Learning
(Cont'd)

sed on the Code, what type of Instrument is this? W91B4K-15-A-0014 0019

A Blanket Purchase Agreement Call.

- **Give 5 examples of Contract forms:**
  - SF 1449
  - DD 1155
  - SF 33
  - BPA Call
  - Standard Form CERP
  - Memo of Agreement (MOA)

- **What is the purpose of the SF 30?**

To modify the terms or administrative portions of a contract.

- **How many lines of accounting may a Contract have?**

One or more depending if each CLIN has its own.

- **Does a vendor have to sign a Contract or Modification to become valid?**

The vendor is required to sign the contract or modification if it is specified on the document itself.

- **What is a CAGE code and what is it for?**

Commercial and Government Entity code; a federal identifier for suppliers/contractors.

- **What is a TIN code and what is it for?**

Tax Identification Number; a federal identifying number for tax purposes.

INVOICES

Invoice definition

- “A contractor's bill or written request for payment under the contract for supplies delivered or services performed.”

(FAR Part 2.101)

Note: Periodic Lease Payments (vehicles, facilities, equipment, etc. may not require an Invoice from the vendor.

Required information on an Invoice

The invoice from the vendor must include the following information:

- Name and address of vendor
- Invoice number
- Invoice date
- Contract number
- Description, quantity, unit of measure, unit price and total amount
- Shipping and payment terms

Required information on an Invoice (Cont'd)

- Electronic Funds Transfer (EFT) information such as account number, Routing Number, IBAN, SWIFT Code (may be obtained on a different form)

Note: *There is no set format for invoices since all vendors are different. They will come in all shapes, sizes but the minimal information required as per the above guidelines will have to be present and retrieved individually from each invoice.*

Required information on an Invoice (Cont'd)

INDUSTRIAL CONTRUCTION & TRADING CO
Beirut Street
Hawally

INVOICE
Invoice Number: 7521041
Date: 12 Oct 2014

Ship To:
101ST Engineer BDE
Camp Bagram AF 09999
POC: Mason Smith 555-1212

Bill To:
Kuwait Payment Office
BLDG T2020 Commercial Vendor SVC
APO, AE 09366
DoDAAC HQ0490

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
	W91B4K-15-M-4050			DEST	NET 30

LINE NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
0001	Mother boards, Alienware, 6 ghtz	6	19,774.01	AFN 118,644.06
0002	Optical Mouse, HP model HP5641	20	1,129.94	AFN 22,598.80
0003	External DVD writer, HP model HP091021	10	5,084.75	AFN 50,847.50
	AFN = .01770 USD			

Received in CVS
1 October **

CVS Control section "Receipt" stamp

Subtotal:	AFN 192,090.36
Shipping and Handling:	
Total Due:	AFN 192,090.36

INDUSTRIAL CONTRUCTION & TRADING CO
Beirut Street
Hawally

INVOICE
Invoice Number: 7521041
Date: 12 Oct 2014

TERMS
NET 30

P.O. NUMBER
W91B4K-15-M-4050

Bill To:
Kuwait Payment Office
BLDG T2020 Commercial Vendor SVC
APO, AE 09366
DoDAAC HQ0490

LINE NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
0001	Mother boards, Alienware, 6 ghtz	6	19,774.01	AFN 118,644.06
0002	Optical Mouse, HP model HP5641	20	1,129.94	AFN 22,598.80
0003	External DVD writer, HP model HP091021	10	5,084.75	AFN 50,847.50
	AFN = .01770 USD			

Invoices in a Foreign language (Cont'd)

"Invoices and supporting documents prepared in a foreign language must be translated before payment to make sure their contents satisfy requirements of the contracting document ." ***(DoDFMR Vol. 10 080601)***

The documents should be translated in enough detail (contract number, item identification, unit, price, and extension) to enable someone unfamiliar with the language to determine that receipts (material or services) satisfy the contract terms.

1. Documents containing technical terms that cannot be translated by entitlement office personnel should be forwarded to the using or ordering activity for translation.
2. If terms are so technical that a translation cannot be made, then a descriptive translation is adequate provided the using or requiring activity certifies that the items received are what were ordered.

Check on Learning

- **What is an Invoice?**

  A contractor's bill or written request for payment under the contract for supplies delivered or services performed.

What information should be on a valid Invoice?

- Name of Vendor
- Invoice Number
- Invoice Date
- Contract Number
- Description of Goods and Services
- Shipping and Payment terms
- Name of Paying Office
- Electronic Funds Bank Information

- **What should the Control section do to proper Invoices upon receipt?**

Date Stamp.

What should happen to an Invoice submitted to CVS in a Foreign language?

The Invoice must be translated prior to acceptance by the Control Section. If not translated, it should be returned to the originator.

RECEIVING REPORTS

Receiving Report definition

- “Receiving Report is written evidence that indicates Government acceptance of supplies delivered or services performed.”

(FAR Part 2.101)

Required information on a Receiving Report

The receiving report or other Government documentation acknowledging receipt of goods and services, as a minimum, includes the following:

- Complete name and address of the contractor
- Contract number
- Description of supplies delivered or services performed
- Received date- the date the supplies were delivered/received or services performed, not necessarily the date they were accepted
- Acceptance date- the date supplies or services were actually accepted by the designated government official

Corrections on Receiving Reports

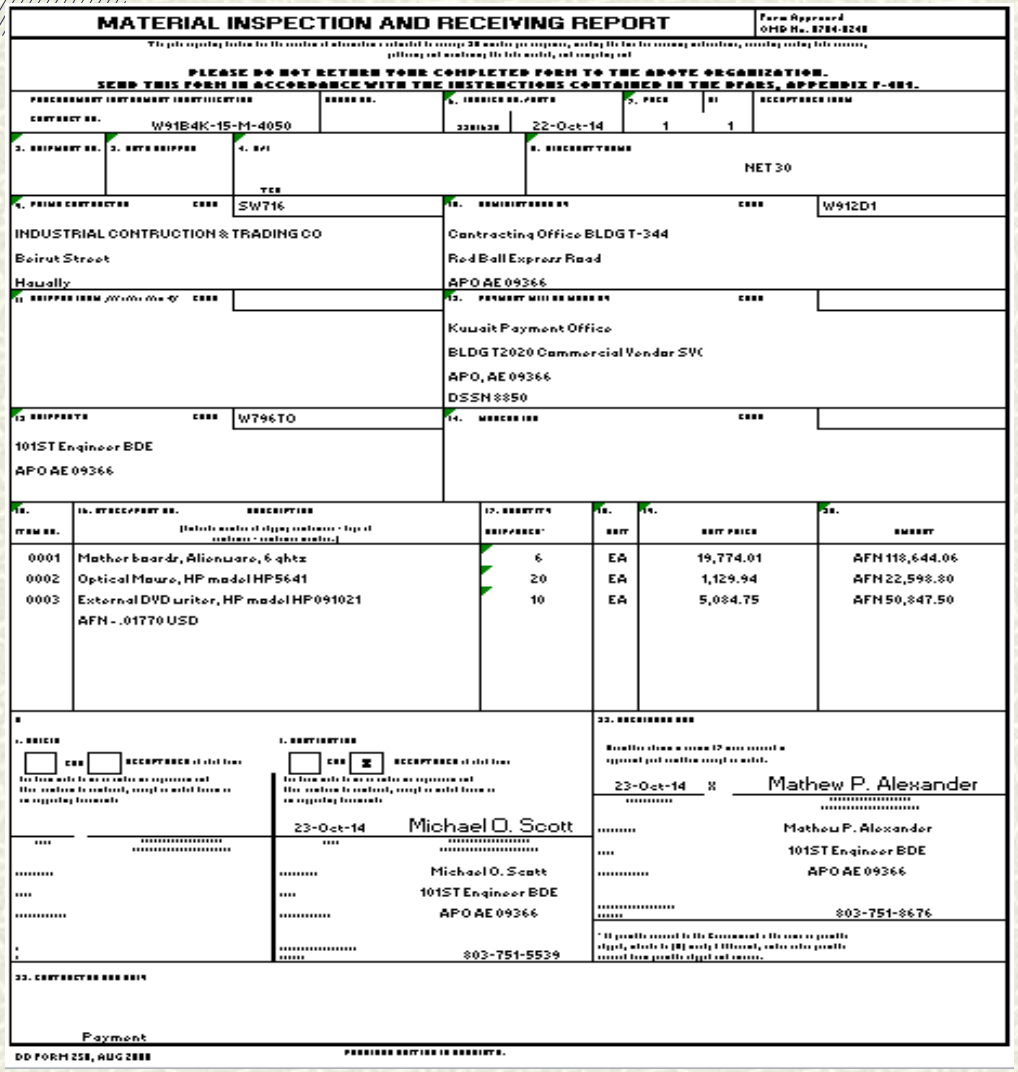
When errors or data are omitted from a Receiving Report, a revised Receiving Report must be completed or the original may be corrected (DFARS Appendix F-405). The following steps must be taken **prior to CVS accepting the document**:

- The error must be circled and the corrected information placed in the same block. If space is limited on the DD 250, enter the corrected information in Block 16 referencing the error page and block. Enter omissions in Block 16 referencing omission page and block.
- The document will be marked with the statement "CORRECTED COPY"
- For corrections to the "Item Number" (CLIN) and "Quantity", the statement "CORRECTIONS HAVE BEEN VERIFIED" must be included. The authorized official will date and sign underneath the statement.

Types of receiving Reports

- **DD Form 250 (**Material Inspection and Receiving Report)- most widely and preferred method utilized in Theater
- **DD 1155** (Order for Supplies or Services)- should only be used for 1st and Final (1F) payments.
- **SF 1449** (Solicitation/Contract/Order for Commercial Items)- should only be used for 1st and Final (1F) payments.
- **Invoices used as Receiving Reports (Certified Invoices)**

Department of Defense form 250 (DD 250)



MATERIAL INSPECTION AND RECEIVING REPORT

Form Approved OMB No. 0704-0248

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.
SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.

PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT NO.)	DELIVERY NO.	INVOICE NO./DATE	PAGE	OF	ACCEPTANCE POINT
W91B4K-15-M-4050		22-Oct-14	1	1	

2. SHIPMENT NO.	3. DATE SHIPPED	4. B/L	8. DISCOUNT TERMS
		TCN	NET 30

6. PRIME CONTRACTOR	CODE	10. ADMINISTERED BY	CODE
INDUSTRIAL CONTRUCTION & TRADING CO Beirut Street Haually	SW716	Contracting Office BLDG T-344 Red Ball Express Road APO AE 09366	W912D1

11. SHIPPED FROM (If other than 6)	CODE	13. PAYMENT WILL BE MADE BY	CODE
		Kuwait Payment Office BLDG T2020 Commercial Vendor SVC APO, AE 09366 DSSN 8850	

12. SHIPPED TO	CODE	14. MARKED FOR	CODE
101ST Engineer BDE APO AE 09366	W796TO		

15. ITEM NO.	16. SCHEDULE NO. / DESCRIPTION (Include number of shipping containers - type of container - container number.)	17. QUANTITY SHIPPED*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001	Mother boardr, Alienware, 6 qhtz	6	EA	19,774.01	AFN 118,644.06
0002	Optical Mouse, HP model HP5641	20	EA	1,129.94	AFN 22,598.80
0003	External DVD uriter, HP model HP091021 AFN - .01770 USD	10	EA	5,084.75	AFN 50,847.50

21. RECEIVED

☐ COM ☐ DESTINATION — Date items were received as shown and quantity received is correct.

23-Oct-14 Michael O. Scott

Michael O. Scott
101ST Engineer BDE
APO AE 09366
803-751-5539

22. RECEIVED AT

☐ COM ☒ DESTINATION — Date items were received as shown and quantity received is correct.

23-Oct-14 X Mathew P. Alexander

Mathew P. Alexander
101ST Engineer BDE
APO AE 09366
803-751-8676

* If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received from quantity shipped on reverse.

23. CONTRACTOR USE ONLY

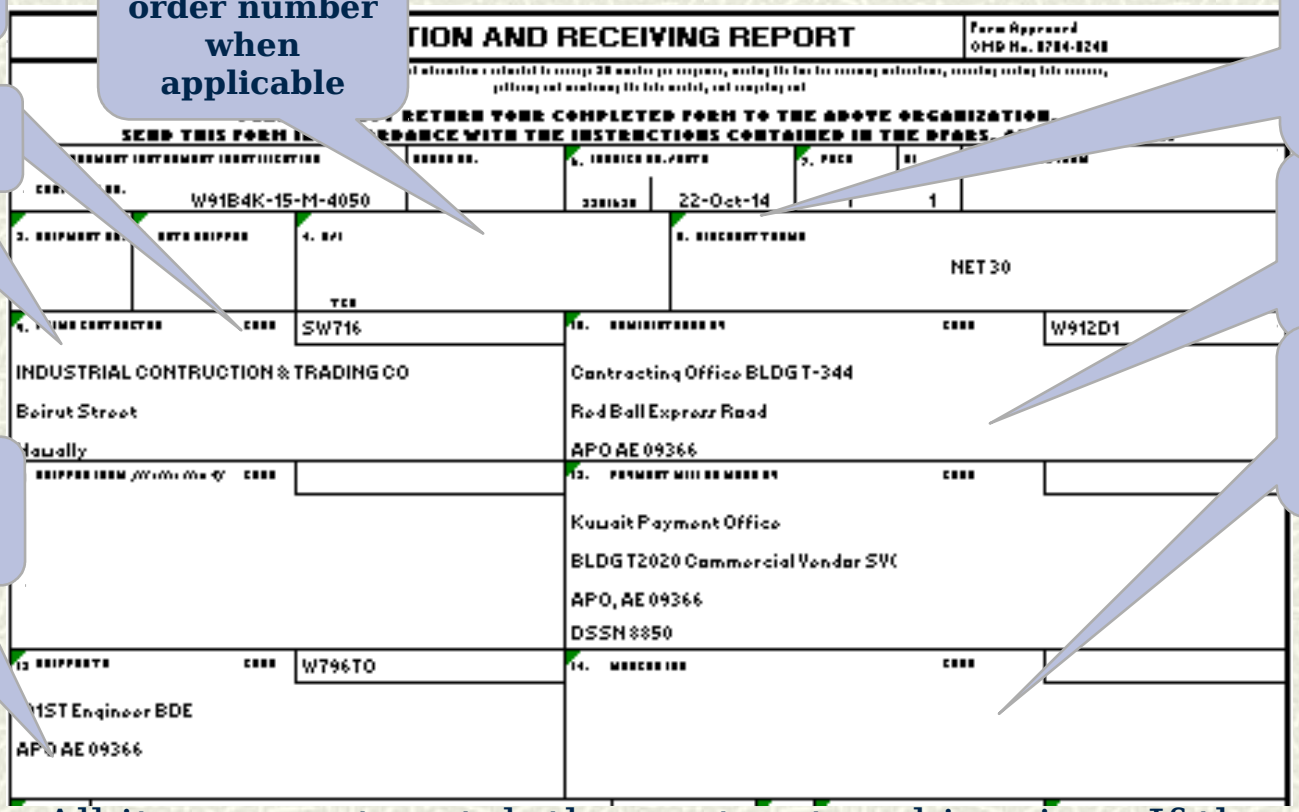
Payment

DD FORM 250, AUG 2000 PREVIOUS EDITION IS OBSOLETE.

Also known as:

Material Inspection and Receiving Report

DD 250 (Top portion)



Contract Number

Delivery/BPA order number when applicable

Matching Invoice information. May not be filled out

Vendor name and address

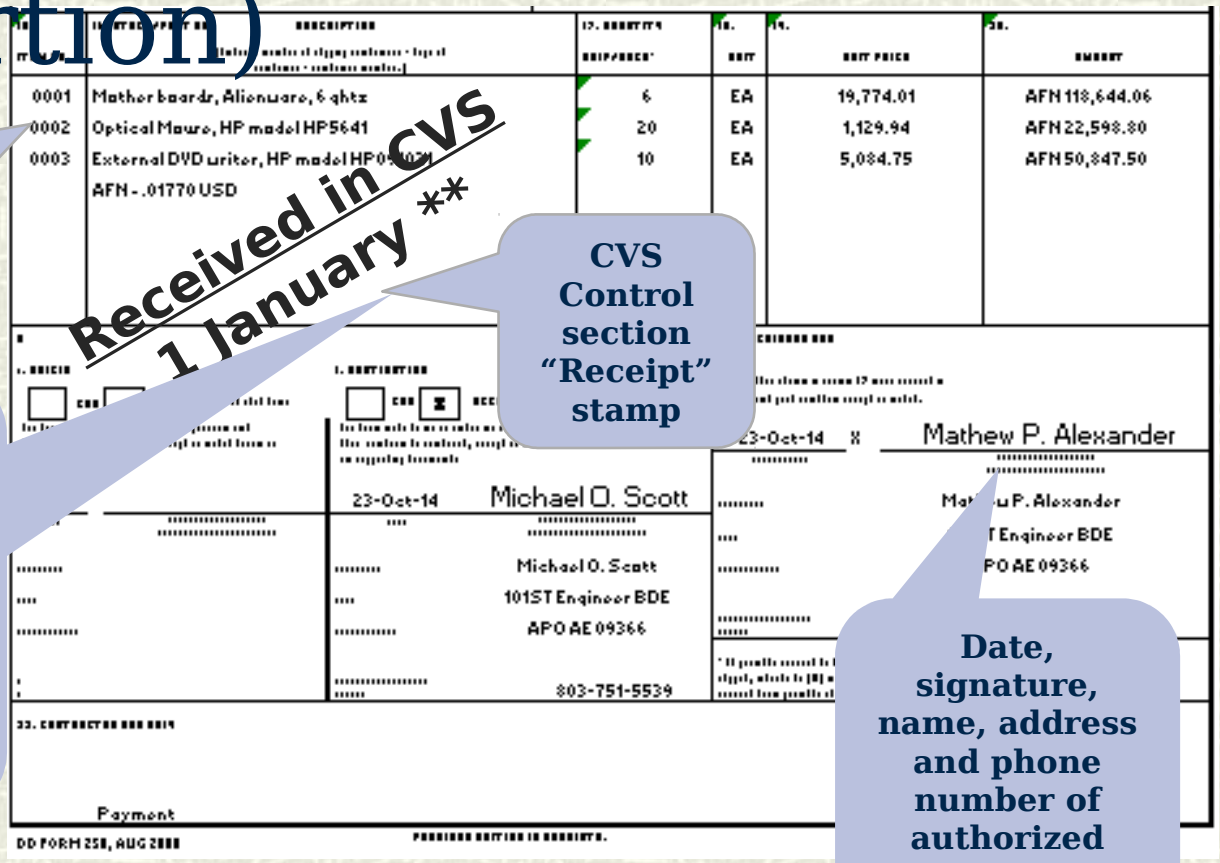
Contracting Office information

Paying Office information

Goods or Services Destination

Note: All items must match the contract and invoice. If they do not, do not accept it or reject it if you have. Obtain a revised or properly corrected copy.

DD 250 (Bottom portion)



Description of Goods and Services by item received by contract CLIN (must match contract)

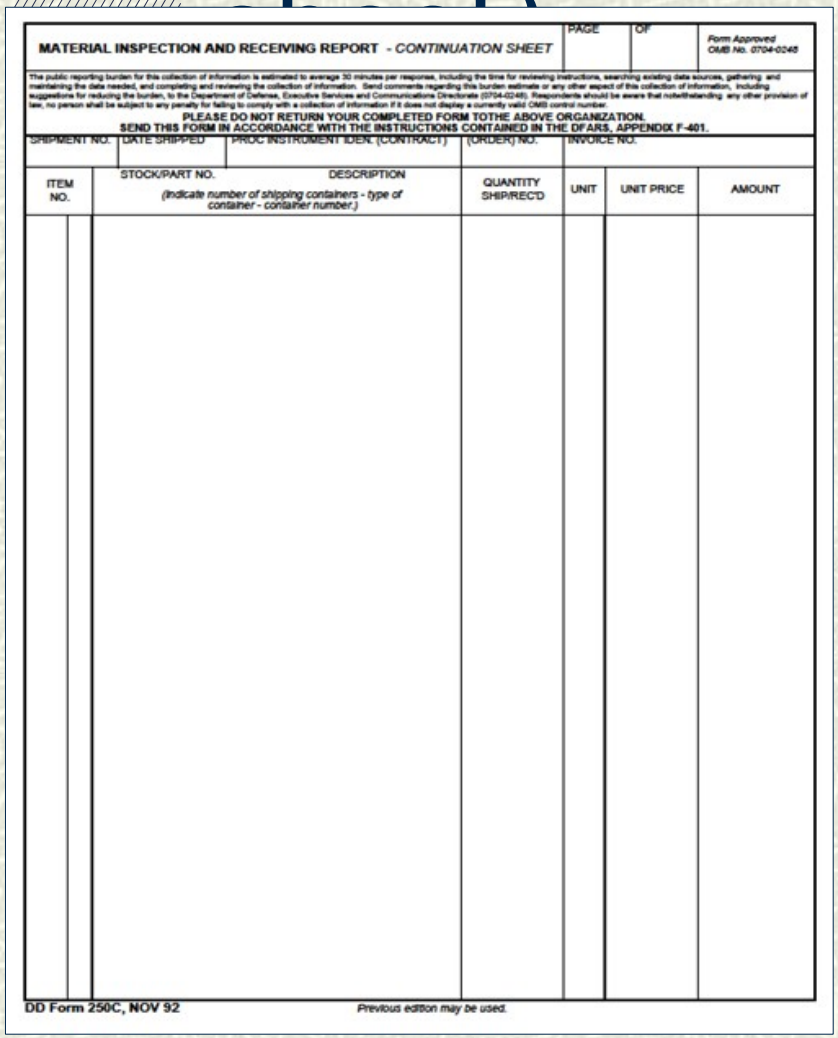
…ure, …ess …e …of …authorized "Acceptance" authority (acceptance block must be checked).

CVS Control section "Receipt" stamp

Date, signature, name, address and phone number of authorized "Receipt" authority.

Note: All items must match the contract and invoice. If they do not, do not accept it or reject it if you have. Obtain a revised or properly corrected copy.

DD 250C (Continuation sheet)



MATERIAL INSPECTION AND RECEIVING REPORT - *CONTINUATION SHEET*

PAGE | OF | *Form Approved OMB No. 0704-0248*

The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Executive Services and Communications Directorate (0704-0248). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TOTHE ABOVE ORGANIZATION.
SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.

SHIPMENT NO.	DATE SHIPPED	PROC INSTRUMENT IDEN (CONTRACT)	(ORDER) NO.	INVOICE NO.

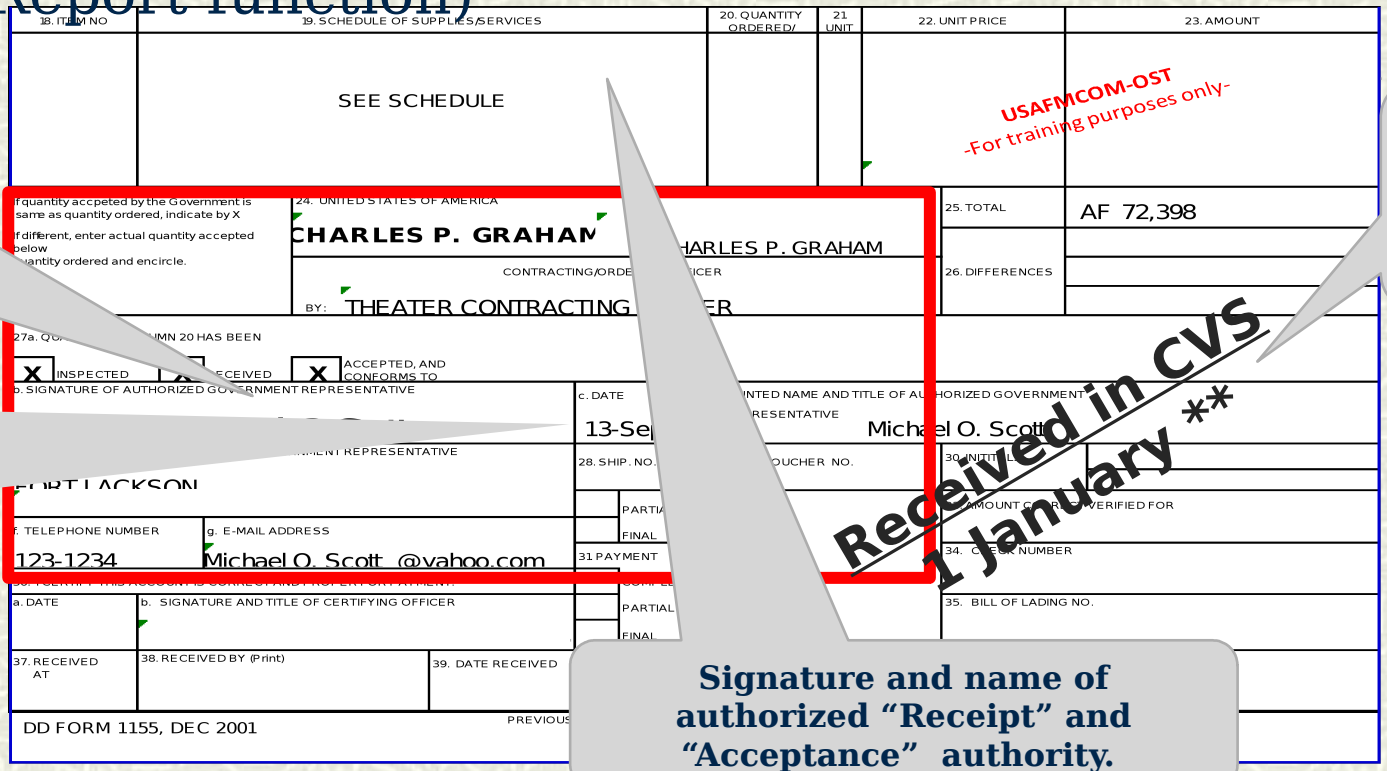
ITEM NO.	STOCK/PART NO. DESCRIPTION (*Indicate number of shipping containers - type of container - container number.*)	QUANTITY SHIP/REC'D	UNIT	UNIT PRICE	AMOUNT

DD Form 250C, NOV 92 — *Previous edition may be used.*

<u>May be used for:</u>

- Recording goods or services received for contracts with numerous CLIN lines that will not fit in the regular DD 250
- Must have a correct DD 250 as the cover document
- Designed for recording bocks 15-20 (supplies and services) only

Department of Defense Form 1155 (DD 1155) (Receiving Report function)



Receipt and Acceptance blocks must be checked

Date goods were Received and Accepted

CVS Control section "Receipt" stamp

Signature and name of authorized "Receipt" and "Acceptance" authority.

Note: If you received a DD 1155 as the Contract and Receiving Report as one, it is an acceptable document given it meets all the minimum requirement of both documents.

Note: It may only be used as a Receiving Report if all goods and services were received and accepted. The DD 1155 cannot record "Partial" receipts.

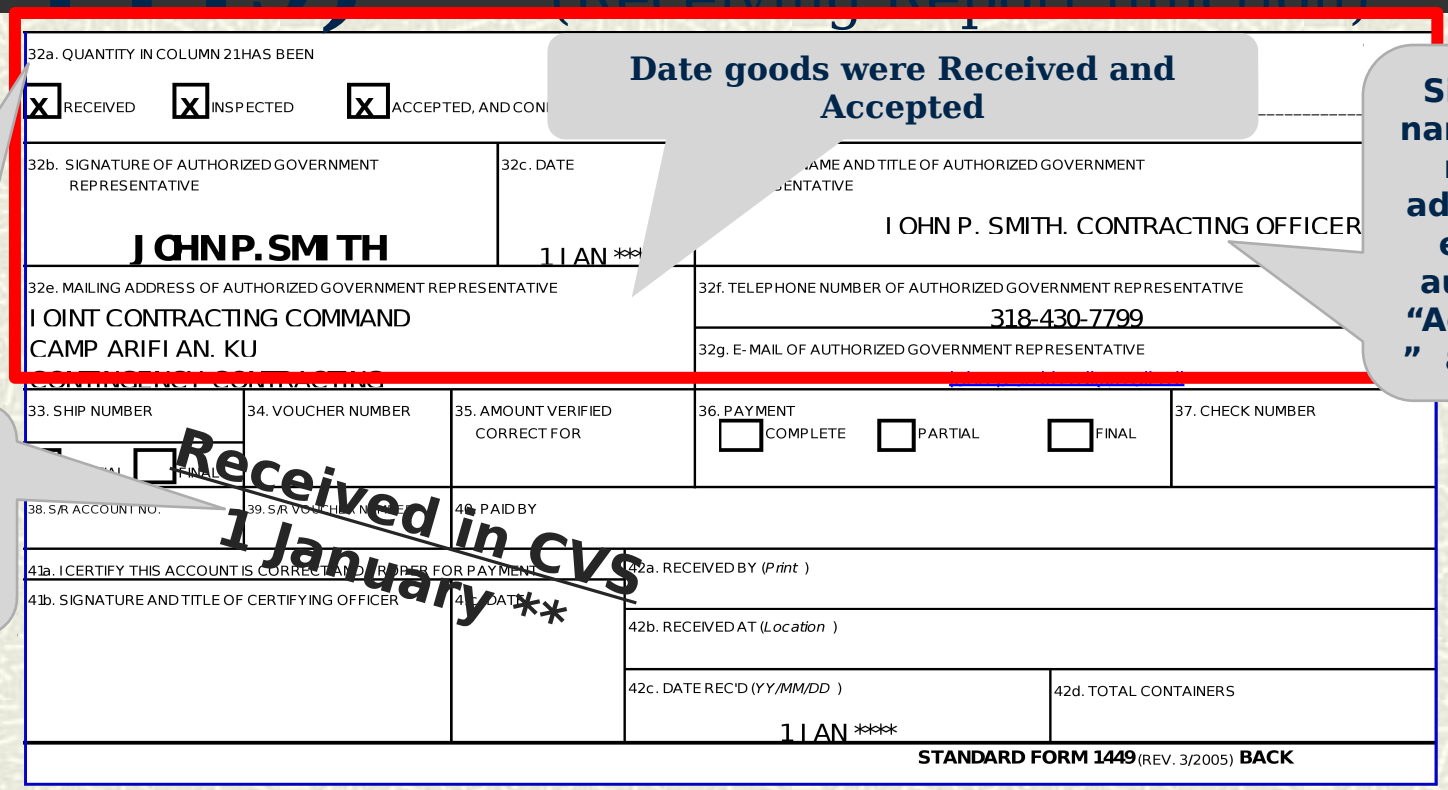
Standard Form 1449 (SF 1449) (Receiving Report function)

Receipt and Acceptance blocks must be checked

Date goods were Received and Accepted

Signature, name, phone number, address and email of authorized "Acceptance" authority.

CVS Control section "Receipt" stamp


32a. QUANTITY IN COLUMN 21HAS BEEN

X RECEIVED X INSPECTED X ACCEPTED, AND CONI

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

JOHN P. SMITH

32c. DATE

1 JAN ****

AME AND TITLE OF AUTHORIZED GOVERNMENT ENTATIVE

JOHN P. SMITH. CONTRACTING OFFICER

32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE

JOINT CONTRACTING COMMAND
CAMP ARIFJAN. KU

32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE

318-430-7799

32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER | 34. VOUCHER NUMBER | 35. AMOUNT VERIFIED CORRECT FOR | 36. PAYMENT ☐ COMPLETE ☐ PARTIAL ☐ FINAL | 37. CHECK NUMBER

38. S/R ACCOUNT NO. | 39. S/R VOUCHER NUMBER | 40. PAID BY

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER | 41c. DATE

42a. RECEIVED BY (*Print*)

42b. RECEIVED AT (*Location*)

42c. DATE REC'D (*YY/MM/DD*)

1 JAN ****

42d. TOTAL CONTAINERS

STANDARD FORM 1449 (REV. 3/2005) **BACK**

Received in CVS
1 January **

Note: If you received a SF 1449 as the contract and receiving report as one, it is an acceptable document given it meets all the minimum requirement of both documents.

Note: It may only be used as a Receiving Report if all goods and services were received and accepted. The SF 1449 cannot record "Partial" receipt.

Invoices used as Receiving Reports (Certified Invoice)

- A Vendor's invoice can be used as a Receiving Report if the contract allows the use of Government Certified Invoices instead of a separate receiving report. This action is normally executed by the Contracting office. The invoice must be date stamped upon receipt by the office indicated on the contract to receive the invoice. In addition, the stamp must identify the office (i.e. not merely be a date stamp).

Certified Invoice

Example Stamp;
_may vary from location to location

INDUSTRIAL CONTRUCTION & TRADING CO
Beirut Street
Hawally

INVOICE
Invoice Number: 7521041
Date: 12 Oct 2014

Ship To:
101ST Engineer BDE
Camp Bagram AF 09999
POC: Mason Smith 555-1212

Bill To:
Kuwait Payment Office
BLDG T2020 Commercial Vendor SVC
APO, AE 09366
DoDAAC HQ0490

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
	W91B4K-15-M-4050			DEST	NET 30

LINE NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
0001	Mother boards, Alienware, 6 ghtz	6	19,774.01	AFN 118,644.06
0002	Optical Mouse, HP model HP5641	20	1,129.94	AFN 22,598.80
0003	External DVD writer, HP model HP091021	10	5,084.75	AFN 50,847.50
	AFN = .01770 USD			

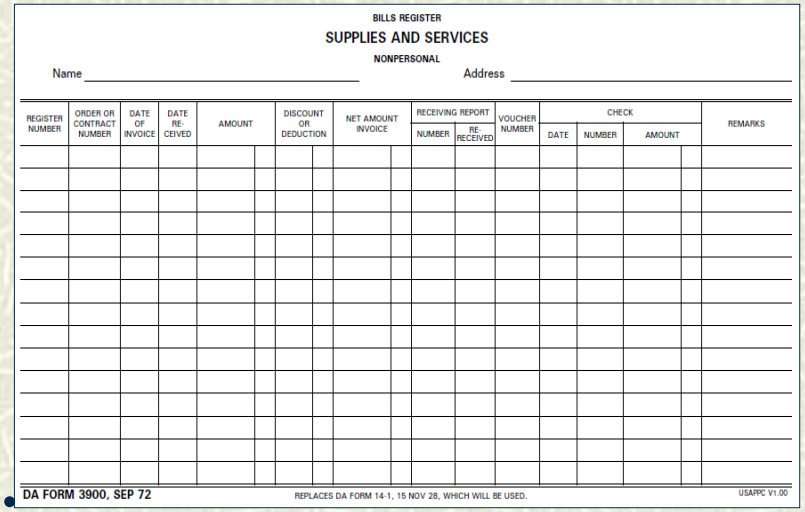
" I certify _X_ partial or __ final receipt of supplies was rendered in accordance with contract specifications."

Date: 1 January **
Name: John P. Smith, CPT
Title: Contracting Officer

USAFMCOM-OST
For training purposes only

Subtotal:	AFN 192,090.36
Shipping and Handling:	
Total Due:	AFN 192,090.36

DA 3900 (Bills Register)



BILLS REGISTER

SUPPLIES AND SERVICES

NONPERSONAL

Name _____ Address _____

REGISTER NUMBER	ORDER OR CONTRACT NUMBER	DATE OF INVOICE	DATE RE-CEIVED	AMOUNT	DISCOUNT OR DEDUCTION	NET AMOUNT INVOICE	RECEIVING REPORT		VOUCHER NUMBER	CHECK			REMARKS
							NUMBER	RE-RECEIVED		DATE	NUMBER	AMOUNT	

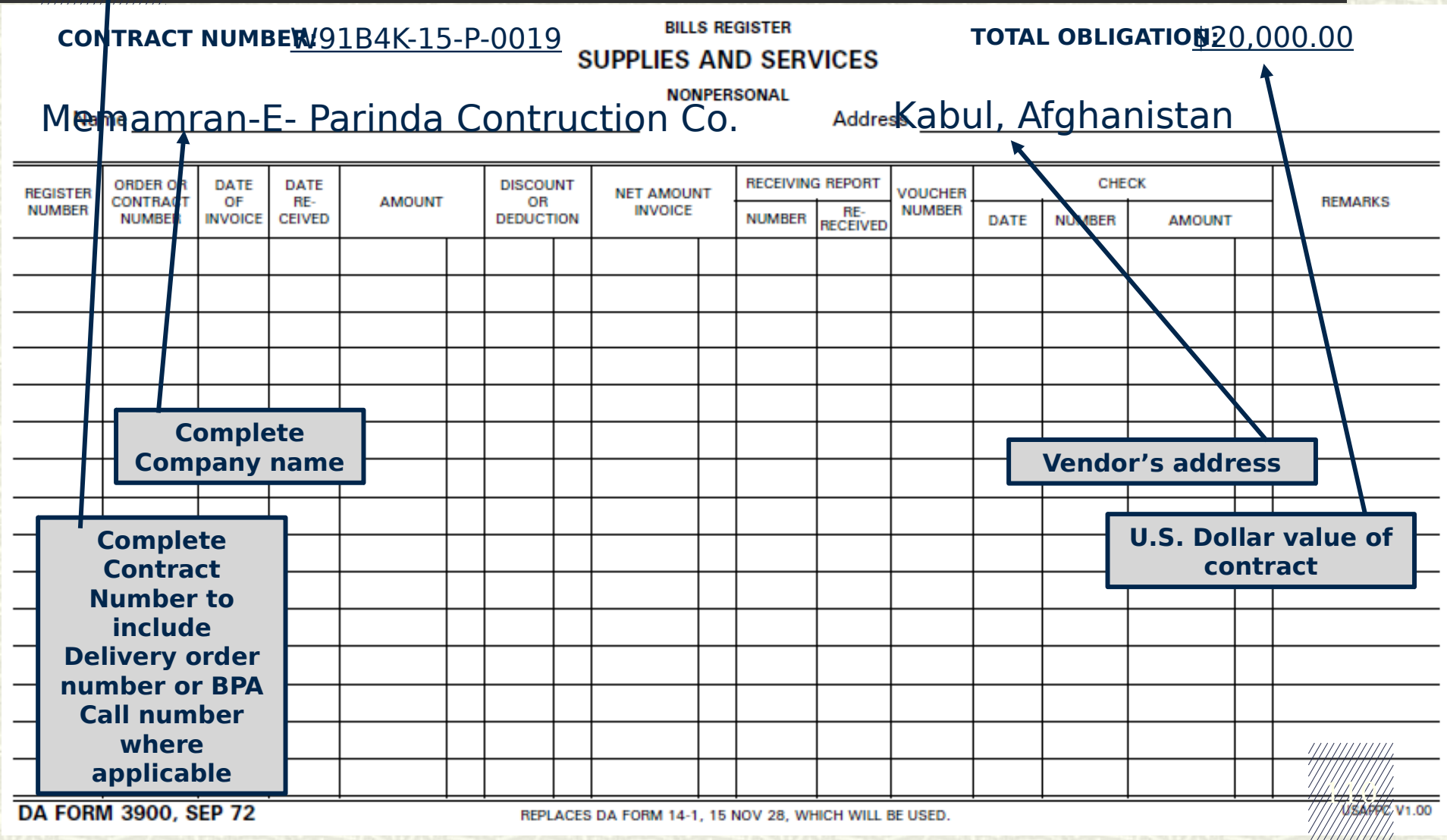
DA FORM 3900, SEP 72 REPLACES DA FORM 14-1, 15 NOV 28, WHICH WILL BE USED. USAPPC V1.00

Note: This form will be discussed on several occasions throughout this presentation. This will ensure the students know when to update the form and what portions of the form needs updating at those times.

Purpose:

The purpose of the Bill Register is to keep track of all documentation and transactions affecting the status of a specific contract within the CVS section. A new DA 3900 must be initiated immediately upon receipt of a new contract in CVS. This DA 3900 will be utilized to keep track of all incoming documentation (invoices, receiving reports, MODs, etc.) and payments processed against the contract. This is an inspectable item.

3900-Receipt of new Contract



DA 3900- Receipt of viable Invoice and Receiving Report

CONTRACT NUMBER W91B4K-15-P-0019 BILLS REGISTER SUPPLIES AND SERVICES NONPERSONAL TOTAL OBLIGATION $20,000.00

Name Memamran-E- Parinda Contruction Co. Address Kabul, Afghanistan

REGISTER NUMBER	ORDER OR CONTRACT NUMBER	DATE OF INVOICE	DATE RECEIVED	AMOUNT	DISCOUNT OR DEDUCTION	NET AMOUNT INVOICE	RECEIVING REPORT		VOUCHER NUMBER	CHECK			REMARKS
							NUMBER	RE-RECEIVED		DATE	NUMBER	AMOUNT	
16278	C-0019	10Oct	13Oct	11,90000	50 00	11,85000	17Oct	18Oct					

Invoice Number

Last 5 of contract, Delivery Order number or BPA Call Number

Date of Invoice

CVS Date stamp on Invoice (if Billing office on contract)

Invoice Amount (with no PPA adjustments)

Discount amount (when applicable)

Invoice Amount after PPA discount taken

Actual Acceptance Date (after constructive acceptance)

CVS date stamp on Receiving Report

DA FORM 3900, SEP 72 REPLACES DA FORM 14-1, 15 NOV 28, WHICH WILL BE USED.

USAFFC V1.00

Check on Learning

- **What is a Receiving Report?**

  Evidence that goods were delivered or services were performed.

- **Name 4 examples of Receiving Reports:**
  - DD 250, DD 1155, SF 1449, Certified Invoices

- **What information should be in a Receiving Report?**
  - **Name and address of Vendor**
  - **Contract number (SPIIN if applicable)**
  - **Description of goods and/or services performed**
  - **Received and Acceptance dates**
  - **Receipt/Acceptance officer information**

- **How long does CVS have to return an improper or invalid Receiving Report?**

  7 Days

- **What should the Control Section do to proper Receiving Reports upon receipt?**

  Date Stamp.

- **What is a Certified Invoice?**

  An invoice that may also be utilized as a Receiving Report given it contains a statement from contracting allowing this procedure.

- **Can a DD 1155 and SF 1449 be utilized to record a "Partial Receipt”? Why or Why n**

  No. They were not designed to record a partial receipt.

Check on Learning

a simple error is found on a Receiving Report, can the CVS clerk correct it?

No. A revised copy must be obtained or appropriate corrections made by the Receiving Activity.

- **What is the purpose of the Bills Register?**

Keep track of all documentation and transactions affecting the status of a specific contract within the CVS section.

What amount is annotated in the Net Amount Invoice column?

The invoice amount after any discounts and/or deductions have been applied.

Which document is the total obligation amount taken from?

The contract.

Which type of currency is used when completing the DA 3900?

US Currency.

PROMPT PAYMENT ACT (PPA)

Prompt Payment Act (PPA)

- **The PPA, found at Chapter 39 of Title 31, United States Code (USC), requires Department of Defense (DoD) Components to pay their bills on time, pay interest penalties when payments are made late, and take discounts only when payments are made by the discount date and the discount is economically justified.**
- The Central Command (CENTCOM) area of operation is currently adhering to the guidelines of the Prompt Payment Act.

Prompt Payment Act (PPA) exemptions and exceptions

- **CERP (Commander's Emergency Response Program) funded payments are exempt from the Prompt Payment Act.**
- **Lease payment due dates will not be determined by the CVS office. The Contracting office is responsible for establishing the date the payment is due based on the date of the month the leased property was contracted from the vendor. The due date will be in the Contract Schedule.**
- **Payments made to other government agencies are exempt from the Prompt Payment act.**

Prompt Payment Act Rules and Procedures

- **Date stamping of all incoming documents (Contract, Modifications, Receiving Report and Invoice) by the Control Section is critical to successful operations and to ensure adherence to the PPA.**
- **If an invoice is not date stamped, the invoice date becomes the invoice received date.**
- **If the due date falls on a weekend or holiday, the next business day becomes the payment due date.**
- **To determine the PDD, add the net number of days to the *later* of the following:**
  - The acceptance date (or constructive acceptance date)
  - The date the invoice was received at the proper billing office (as listed on the contract)

Prompt Payment Act Rules and Procedures (Cont'd)

- **Acceptance date and Constructed Acceptance Date:**
  - "Government acceptance is normally deemed to occur constructively on the 7th day after the contractor delivers supplies or performs services in accordance with the terms and conditions of the contract, unless there is a disagreement over quantity, quality, or contractor compliance with a contract requirement. In the event that actual acceptance occurs within the constructive acceptance period, the determination of a due date shall be based on the actual date of acceptance." Constructive Acceptance is used when the acceptance date is more than seven days after the receipt took place.

Check on Learning

What regulation covers the Prompt Payment Act?

Title 31, Chapter 39 U.S. Code.

- **What is the reason for the PPA?**

For the government to pay its bills on time.

- **What is the Control Section required to do to all viable documents immediately after receipt?**

Date Stamp.

What is the basic rule to determine a payment due date?

Acceptance date and date Invoice received- whichever is later plus the terms of the contract.

What is "Constructive Acceptance" and when is it used?

The receiving agency has 7 days to accept the goods or services. It is used when the acceptance date is more than seven days after the receipt took place.

- **What is Interest? When should it start?**

The payment of additional money because of a payment date exceeding the intended Payment Due Date. It starts the day after the true PDD has passed.

- **What Line of Accounting is utilized to report Interest paid?**

The same as the funding document and contract with the exception of the Commitment Item Number (Legacy EOR).

PAYMENT METHODS AND OPTIONS

Payment Options

The type of payment will be specified on the contract. The payment options are dependent on the mission, Disbursing capabilities and location. All decisions regarding the method utilized to pay a vendor have to support the E-Commerce initiative and keeping cash off the battle field guidance.

- **EFT (Electronic Funds transfer)-** preferred method accomplished through the use of ITS.gov (International Treasury Services) website. The U.S. Treasury pays the bill in lieu of the Army.
- **LDA (Limited Depository Account)-** method utilized when a reliable local Foreign Bank is utilized by the Disbursing Officer to obtain foreign currency, make payments and fund other LDAs in his operational foot print.

Payment Options (Cont'd)

- **U.S. Treasury Check-** method mostly utilized when EFT and LDA are unavailable. Not a preferred method since the checks take too long to clear a vendor's foreign bank.



- **Cash-** the least desirable method. Paying cash goes against the "keeping cash off the battlefield" initiative and guidance. If a payment was to be made in cash, U.S. Dollars will not be utilized. The payment will be made in foreign currency.



Note: *Contracts written in U.S. Dollars have to be paid in U.S. Dollars and the same applies to Foreign Currency. Most contracts are recently being written in Foreign Currency to accommodate this requirement.*

EFT to a Domestic Bank

- **<u>DOMESTIC EFT</u>-** payment made to a branch that resides in the United States, and whose parent is also located in the United States.

Characteristics:

- Transactions are called ACH (Automated Clearing House) which is a system of the U.S. Federal Reserve Banks that provides electronic funds transfer (EFT) between U.S. based banks.
- Data needed from vendor:
  1. Beneficiary name (bank account name not company name)
  2. Account number
  3. Account type (checking or *savings)
  4. **ABA (American Bankers association)** number also

***<u>e:</u>** some account do not accept EFTs to a savings account*

EFT to an International Bank

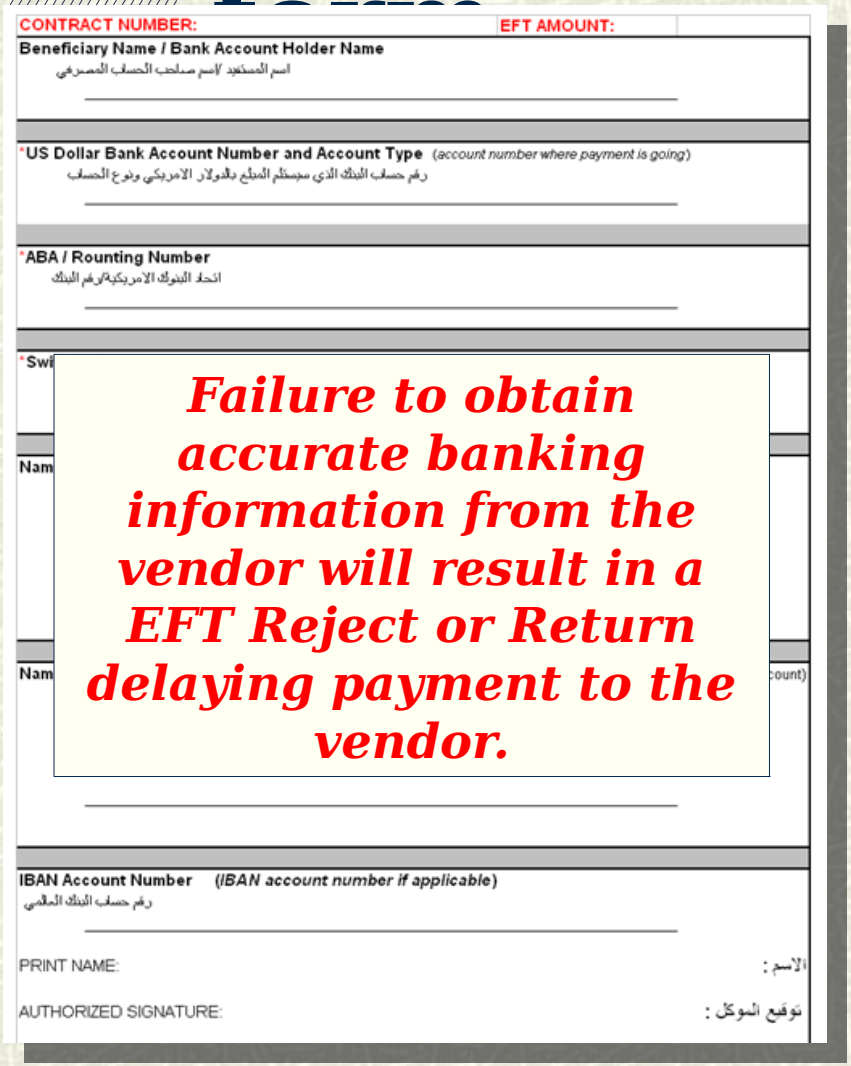
- **<u>INTERNATIONAL EFT</u>-** a payment made to a bank that does not reside in the United States, and whose parent is also located outside of the United States (not part of the American Bankers Association).

Characteristics:

- Data needed from vendor:
  1. *Beneficiary name (bank account name not company name)
  2. Account number or IBA (International Bank Account Number) the Code may be up to 32 digits long. (used mostly by European banks)
  3. Account type (checking or savings)
  4. **SWIFT Code (Society for Worldwide Interbank Financial Telecommunication)** (it is 8-11 characters long)

***<u>Note:</u>** most Arab banks require the name of the beneficiary to be exact or the transaction will be returned from the intended bank*

Example Domestic payment EFT information form


CONTRACT NUMBER: EFT AMOUNT:

Beneficiary Name / Bank Account Holder Name
اسم المستفيد /اسم صاحب الحساب المصرفي

*US Dollar Bank Account Number and Account Type (account number where payment is going)
رقم حساب البنك الذي سيستلم المبلغ بالدولار الامريكي ونوع الحساب

*ABA / Rounting Number
اتحاد البنوك الامريكية/رقم البنك

*Swi

Nam

Nam

count)

IBAN Account Number (IBAN account number if applicable)
رقم حساب البنك العالمي

PRINT NAME: الاسم :

AUTHORIZED SIGNATURE: توقيع الموكل :

Failure to obtain accurate banking information from the vendor will result in a EFT Reject or Return delaying payment to the vendor.

BENEFICIARY

PETER T. JOHNSON

ACCOUNT NUMBER AND TYPE

152601244 Checking

ABA/ROUNTING NUMBER (9 digits)

123456789

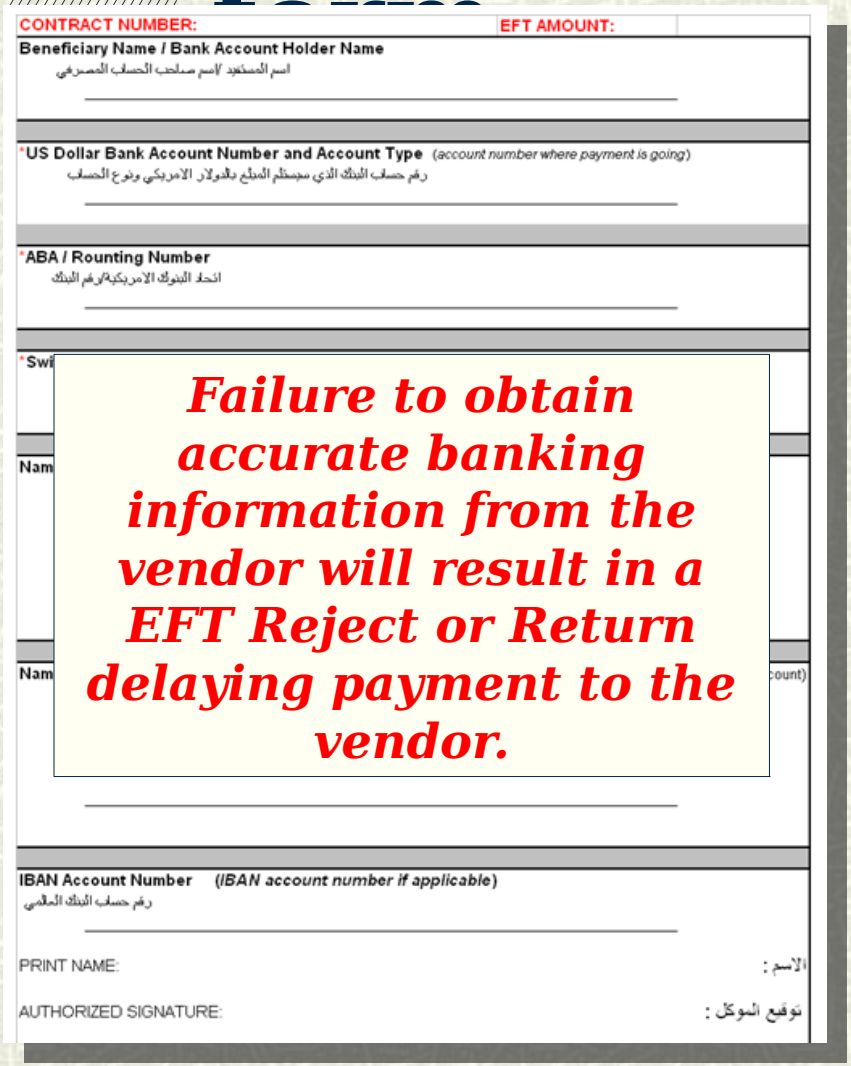
NAME OF BANK AND ADDRESS

1st BANK
New Orleans, LA

NAME OF COMPANY AND ADDRESS

JOHNSON SUPPLIES, INC.
New Orleans, LA

Example International payment EFT information form


CONTRACT NUMBER: EFT AMOUNT:

Beneficiary Name / Bank Account Holder Name
اسم المستفيد /اسم صاحب الحساب المصرفي

*US Dollar Bank Account Number and Account Type (account number where payment is going)
رقم حساب البنك الذي سيستلم المبلغ بالدولار الامريكي ونوع الحساب

*ABA / Rounting Number
اتحاد البنوك الامريكية/رقم البنك

*Swi

Nam

Nam

IBAN Account Number (IBAN account number if applicable)
رقم حساب البنك العالمي

PRINT NAME: الاسم :

AUTHORIZED SIGNATURE: توقيع الموكل :

Failure to obtain accurate banking information from the vendor will result in a EFT Reject or Return delaying payment to the vendor.

BENEFICIARY

MOHAMMET AL SAMIR

SWIFT CODE

JONBJOAX

NAME OF BANK AND ADDRESS

AHLI BANK
Amman, Jordan

NAME OF COMPANY AND ADDRESS

SUPERMAX FOR SUPPLIES
Contingency City
Downrange

ACCOUNT NUMBER (may be IBAN-up to 32 digits) (ALWAYS Double check IBAN)

1201201547854125995637301 5247511

LDA Payment

- **LDA Payment or "EFT"-** not to be confused with Domestic or International EFTs. This transaction is being accomplished by instructing the Limited Depository Account (LDA) held by the DDO to make payment to another International bank.

Characteristics:

- Disbursing will not be able to interface with the bank. Payments are requested manually by the DDO (usually memorandum format)
- Utilization differs from location to location
- Data needed from vendor:
  1. Same data as an ordinary International EFT (see slide 138)

Check on Learning

hat are the payment options available for a CVS payment? Which is preferred?

Cash, Electronic Funds Transfer (EFT), Limited Depository Account (LDA) and U.S. Treasury Check. EFT is preferred.

at "Bank Account Information" should a vendor with a Domestic bank provide CVS w

ABA number (Routing) and Account number .

- **What "Bank Account Information" should a vendor with a Foreign bank provide CVS with?**

SWIFT Code and Account number (IBAN if it's a European bank).

ho is responsible for ensuring Disbursing has the correct EFT information?

The CVS section.

How are payments accomplished through an LDA?

CVS issues the Payment Vouchers to the DDO and he contacts the bank to make the individual payments to the vendors on the vouchers.

What makes a payment an International EFT?

A payment made to a bank that does not reside in the United States, and whose parent s also located outside of the United States.

PAYMENT VOUCHERS

Payment Voucher definition

- “A properly certified voucher is the authority for Disbursing Officers (DO’s) to make payments of government obligations. The certifying officer must review evidence sufficient to support a determination that the payment is proper. Preparation and certification of a payment voucher by the entitlement office *(CVS)* advises the disbursing office that the contractual conditions for payment have been met.”

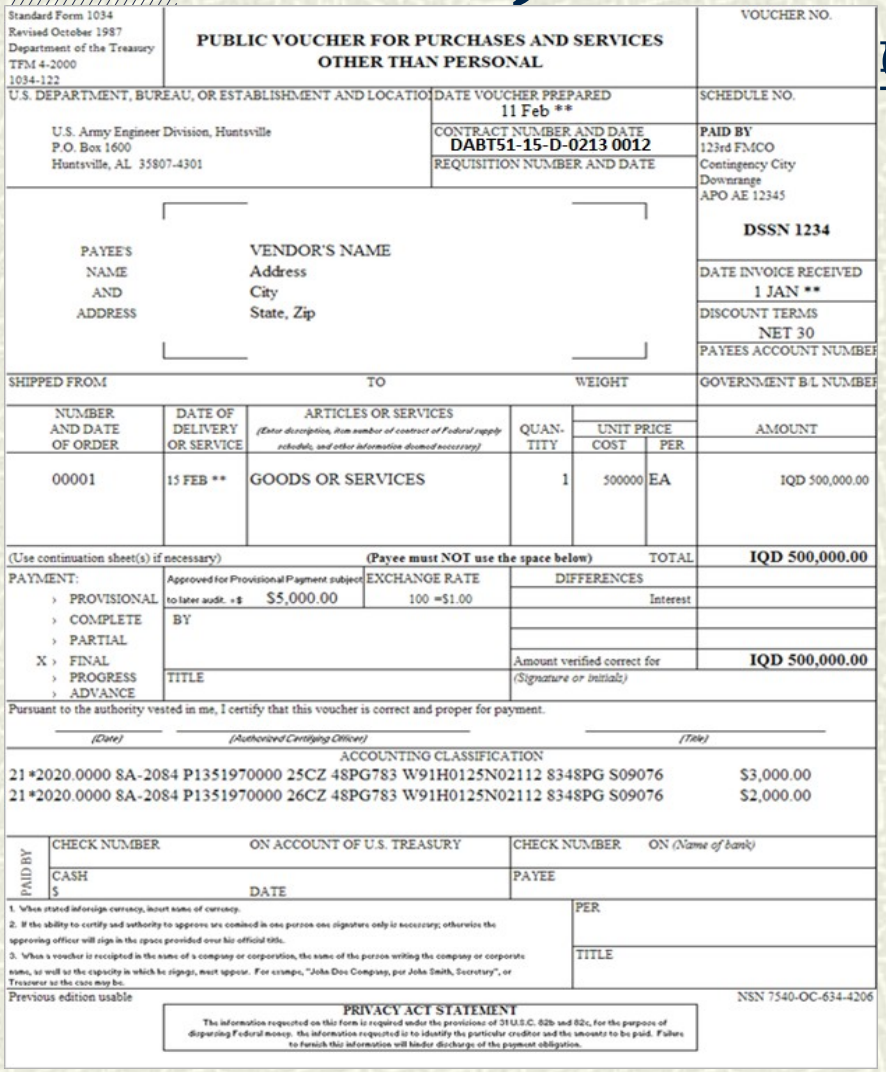
Types of Payment Vouchers

- **SF 1034 (Public Voucher for Purchases and Services other than personal)-** utilized to prepare and record a CVS payment and other types of payments
- **SF 1035 (SF 1034 Continuation Sheet)-** utilized for payment vouchers containing a multitude of CLIN lines

Types of Payment Vouchers (Cont'd)

- **DD Form 1155** (Order for Supplies or Services)- the form can be the contract, receiving report and payment voucher if needed. Not a widely used payment voucher option in Theater
- **SF 1449** (Solicitation/Contact/Order for Commercial Items)- the form can be the contract, receiving report and payment voucher if needed. Not a widely used payment voucher option in Theater

Standard Form 1034 (SF 1034)



Standard Form 1034
Revised October 1987
Department of the Treasury
TFM 4-2000
1034-122

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

VOUCHER NO.

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION
U.S. Army Engineer Division, Huntsville
P.O. Box 1600
Huntsville, AL 35807-4301

DATE VOUCHER PREPARED: 11 Feb **
CONTRACT NUMBER AND DATE: DABT51-15-D-0213 0012
REQUISITION NUMBER AND DATE:

SCHEDULE NO.

PAID BY
123rd FMCO
Contingency City
Downrange
APO AE 12345

DSSN 1234

PAYEE'S NAME AND ADDRESS
VENDOR'S NAME
Address
City
State, Zip

DATE INVOICE RECEIVED: 1 JAN **
DISCOUNT TERMS: NET 30
PAYEES ACCOUNT NUMBER

SHIPPED FROM | TO | WEIGHT | GOVERNMENT B/L NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT
00001	15 FEB **	GOODS OR SERVICES	1	500000	EA	IQD 500,000.00

(Use continuation sheet(s) if necessary) (Payee must NOT use the space below) TOTAL: IQD 500,000.00

PAYMENT:
- PROVISIONAL
- COMPLETE
- PARTIAL
- X FINAL
- PROGRESS
- ADVANCE

Approved for Provisional Payment subject to later audit. +$ $5,000.00
EXCHANGE RATE: 100 =$1.00
DIFFERENCES
Interest
BY
TITLE
Amount verified correct for (Signature or initials): IQD 500,000.00

Pursuant to the authority vested in me, I certify that this voucher is correct and proper for payment.
(Date) (Authorized Certifying Officer) (Title)

ACCOUNTING CLASSIFICATION

21*2020.0000 8A-2084 P1351970000 25CZ 48PG783 W91H0125N02112 8348PG S09076 $3,000.00
21*2020.0000 8A-2084 P1351970000 26CZ 48PG783 W91H0125N02112 8348PG S09076 $2,000.00

PAID BY
CHECK NUMBER ON ACCOUNT OF U.S. TREASURY
CASH $
DATE
CHECK NUMBER ON (Name of bank)
PAYEE

1. When stated in foreign currency, insert name of currency.
2. If the ability to certify and authority to approve are combined in one person one signature only is necessary; otherwise the approving officer will sign in the space provided over his official title.
3. When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example, "John Doe Company, per John Smith, Secretary", or Treasurer as the case may be.

PER
TITLE

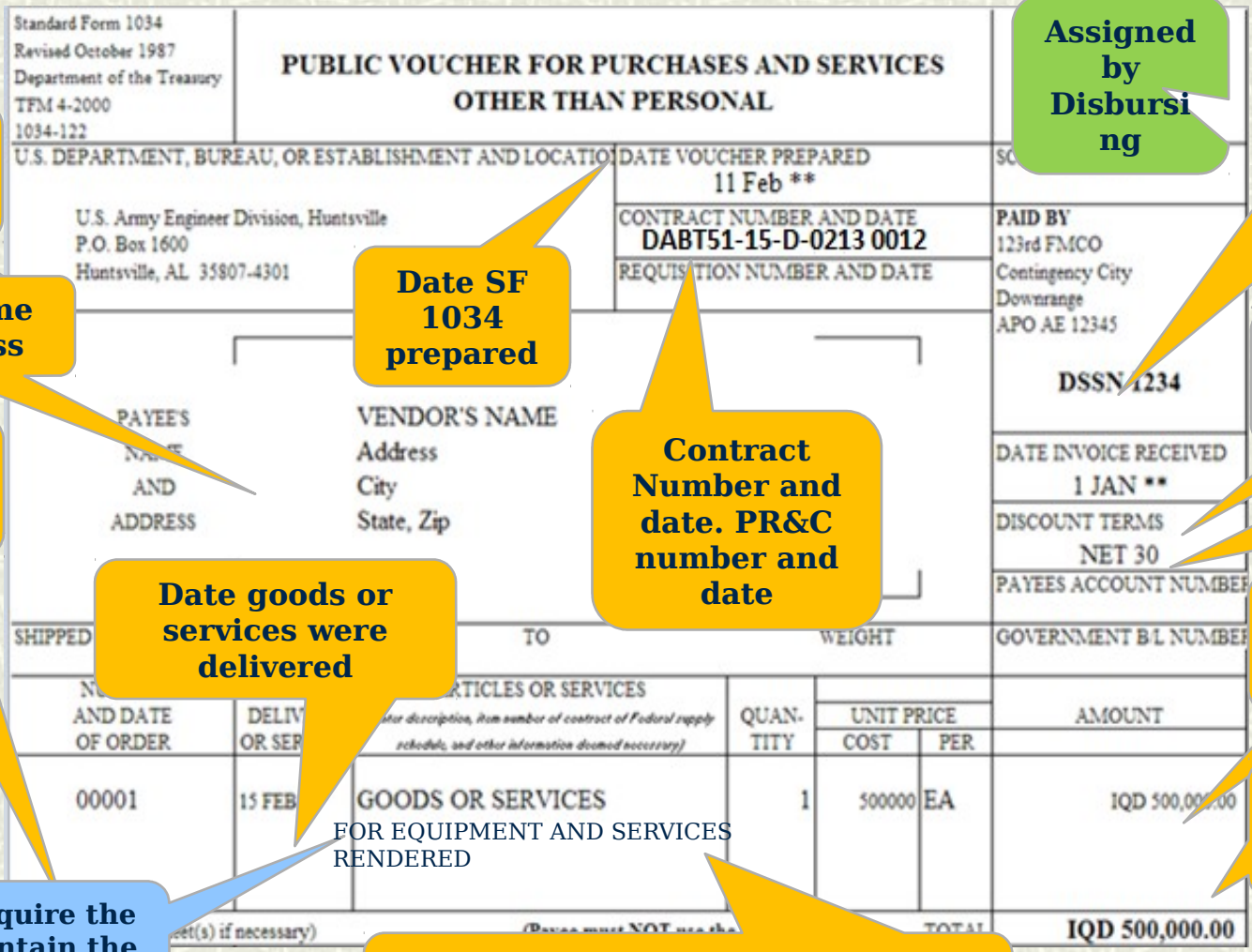
Previous edition usable
NSN 7540-OC-634-4206

PRIVACY ACT STATEMENT
The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. the information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

Characteristics and use:

- Manually generated by CVS
- Capable of recording the payment method (Cash, EFT, etc.) and obtaining signature from "Payee"
- Must be signed by the CVS Certifying Officer prior to payment
- Can be completed in Foreign Currency or Dollars (Line of Accounting total must be in Dollars) IAW contract
- Must have supporting documentation: Invoice, Receiving Report, etc. May also contain the contract with modifications and funding document when required by local policy

SF 1034 (Top portion)



Standard Form 1034
Revised October 1987
Department of the Treasury
TFM 4-2000
1034-122

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION
U.S. Army Engineer Division, Huntsville
P.O. Box 1600
Huntsville, AL 35807-4301

DATE VOUCHER PREPARED
11 Feb **

CONTRACT NUMBER AND DATE
DABT51-15-D-0213 0012

REQUISITION NUMBER AND DATE

PAID BY
123rd FMCO
Contingency City
Downrange
APO AE 12345

DSSN 1234

PAYEE'S NAME AND ADDRESS
VENDOR'S NAME
Address
City
State, Zip

DATE INVOICE RECEIVED
1 JAN **

DISCOUNT TERMS
NET 30

PAYEES ACCOUNT NUMBER

SHIPPED FROM | TO | WEIGHT | GOVERNMENT B/L NUMBER

NO. AND DATE OF ORDER	DELIV. OR SER.	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT
00001	15 FEB	GOODS OR SERVICES FOR EQUIPMENT AND SERVICES RENDERED	1	500000	EA	IQD 500,000.00
		(Use continuation sheet(s) if necessary)			TOTAL	IQD 500,000.00

Office preparing the voucher

Vendor name and address

Contract CLIN number being paid

Policy may require the voucher to contain the following statement

Date SF 1034 prepared

Date goods or services were delivered

Contract Number and date. PR&C number and date

Description of goods and services being paid to include Quantity, and Unit price

Assigned by Disbursing

Paying office (usually FMCo) to include DSSN

Invoice date stamp

Payment Terms

Individual CLIN totals

SF 1034 "Gross Total"

SF 1034 (Bottom p...)

Type of payment (Final, partial, etc.)

Total Dollar value in accordance to Foreign currency Rate to be used during payment

Foreign currency exchange rate to be used for payment

Any difference that affects payment value (i.e., ...

CVS Certifier's name, title, signature and date

Lines of Accounting in accordance with the contract and funding

Grand total to be paid to vendor in Foreign Currency or Dollars

Payment method information; assigned and completed by Disbursing

Vendor receipt of payment verification

Totals charged against the individual lines of accounting



PAYMENT:	Approved for Provisional P...	EXCHANGE RATE	DIFFERENCES
› PROVISIONAL	to later audit. =$ $5,00...	100 =$1.00	Interest
› COMPLETE	BY		
› PARTIAL			
X › FINAL			Amount verified correct for IQD 500,000.00
› PROGRESS	TITLE		(Signature or initials)
› ADVANCE			

Pursuant to the authority vested in me, I certify that this voucher is correct and proper for payment.

(Date) (Authorized Certifying Officer) (Title)

ACCOUNTING CLASSIFICATION

21*2020.0000 8A-2084 P1351970000 25CZ 48PG783 W91H0125N02112 8348PG S09076 $3,...00.00

21*2020.0000 8A-2084 P1351970000 26CZ 48PG783 W91H0125N02112 8348PG S09076 $2,...00.00

PAID BY		
CHECK NUMBER ON ACCOUNT OF U.S. TREASURY	CHECK NUMBER ON (Name of bank)	
CASH $ DATE	PAYEE	

1. When stated in foreign currency, insert name of currency.
2. If the ability to certify and authority to approve are combined in one person one signature only is necessary; otherwise the approving officer will sign in the space provided over his official title.
3. When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example, "John Doe Company, per John Smith, Secretary", or Treasurer as the case may be.

PER

TITLE

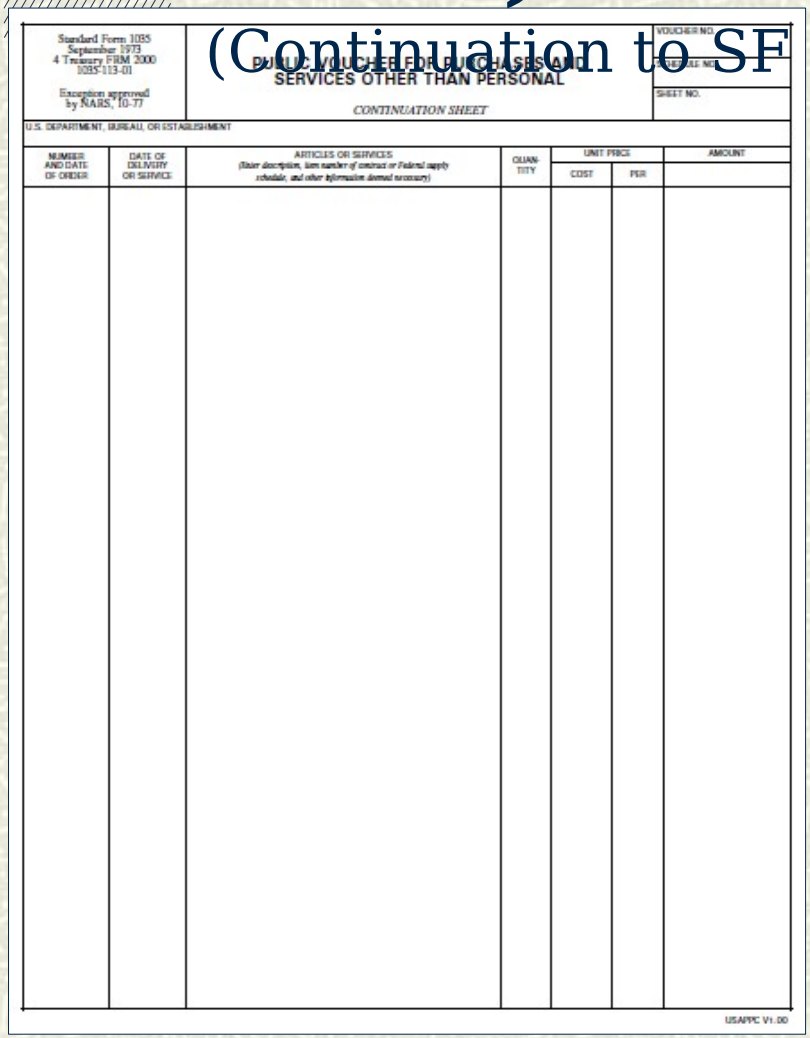
Previous edition usabl... C-634-4206

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of ... 82b and 82c, for the purpo... disbursing Federal money. the information requested is to identify the parti... thor and the amounts to be paid ... to furnish this information ... ot obligation.

Standard Form 1035 (SF 1035)

(Continuation to SF 1034)



Standard Form 1035
September 1973
4 Treasury FRM 2000
1035-113-01

Exception approved by NARS, 10-77

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

CONTINUATION SHEET

VOUCHER NO.

SHEET NO.

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Stock description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT

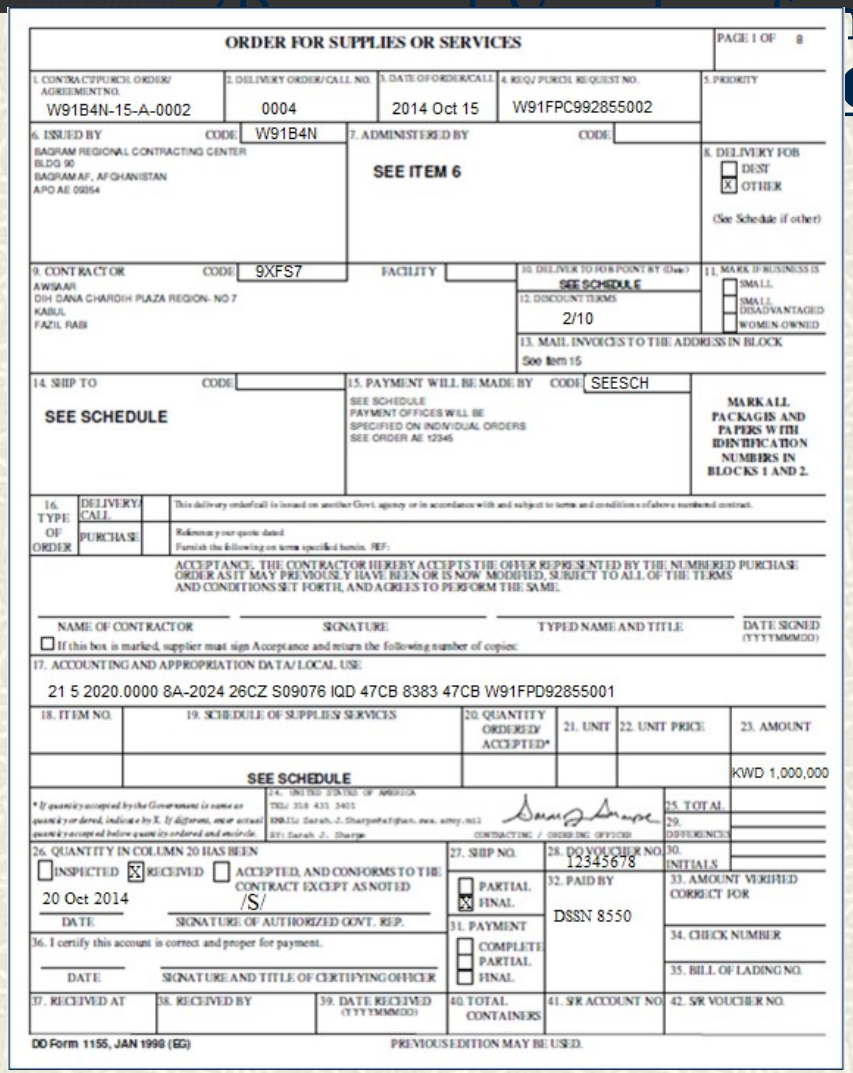
USAPPC V1.00

Characteristics and use:

- Will never be used by itself; must have accompanying SF 1034
- Capable of recording multiple CLIN lines when SF 1034 will not suffice

Department of Defense Form 1155 (DD 1155)

(Purchase Voucher for Construction)



ORDER FOR SUPPLIES OR SERVICES — PAGE 1 OF 8

1. CONTRACT/PURCH. ORDER/ AGREEMENT NO.	2. DELIVERY ORDER/CALL NO.	3. DATE OF ORDER/CALL	4. REQ./ PURCH. REQUEST NO.	5. PRIORITY
W91B4N-15-A-0002	0004	2014 Oct 15	W91FPC992855002	

6. ISSUED BY — CODE W91B4N
BAGRAM REGIONAL CONTRACTING CENTER
BLDG 90
BAGRAM AF, AFGHANISTAN
APO AE 09354

7. ADMINISTERED BY — CODE
SEE ITEM 6

8. DELIVERY FOB: [ ] DEST [X] OTHER (See Schedule if other)

9. CONTRACTOR — CODE 9XFS7 — FACILITY
AWSAAR
DIH DANA GHAROH PLAZA REGION- NO 7
KABUL
FAZIL RABI

10. DELIVER TO FOB POINT BY (Date): SEE SCHEDULE
12. DISCOUNT TERMS: 2/10
11. MARK IF BUSINESS IS: [ ] SMALL [ ] SMALL DISADVANTAGED [ ] WOMEN-OWNED
13. MAIL INVOICES TO THE ADDRESS IN BLOCK: See Item 15

14. SHIP TO — CODE
SEE SCHEDULE

15. PAYMENT WILL BE MADE BY — CODE SEESCH
SEE SCHEDULE
PAYMENT OFFICES WILL BE SPECIFIED ON INDIVIDUAL ORDERS
SEE ORDER AE 12345

MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.

16. TYPE OF ORDER: [ ] DELIVERY/CALL — This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.
[ ] PURCHASE — Reference your quote dated. Furnish the following on terms specified herein. REF:

ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR | SIGNATURE | TYPED NAME AND TITLE | DATE SIGNED (YYYYMMMDD)

[ ] If this box is marked, supplier must sign Acceptance and return the following number of copies:

17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE
21 5 2020.0000 8A-2024 26CZ S09076 IQD 47CB 8383 47CB W91FPD92855001

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/ SERVICES	20. QUANTITY ORDERED/ ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
	SEE SCHEDULE				KWD 1,000,000

* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.

24. UNITED STATES OF AMERICA
TEL: 318 431 3401
BY: Sarah J. Sharpe — CONTRACTING / ORDERING OFFICER

25. TOTAL
29. DIFFERENCES
30. INITIALS

26. QUANTITY IN COLUMN 20 HAS BEEN
[ ] INSPECTED [X] RECEIVED [ ] ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED
20 Oct 2014 — /S/
DATE — SIGNATURE OF AUTHORIZED GOVT. REP.

27. SHIP NO. — [ ] PARTIAL [X] FINAL
28. DO VOUCHER NO. 12345678
32. PAID BY: DSSN 8550
33. AMOUNT VERIFIED CORRECT FOR
31. PAYMENT: [ ] COMPLETE [ ] PARTIAL [ ] FINAL
34. CHECK NUMBER
35. BILL OF LADING NO.

36. I certify this account is correct and proper for payment.
DATE — SIGNATURE AND TITLE OF CERTIFYING OFFICER

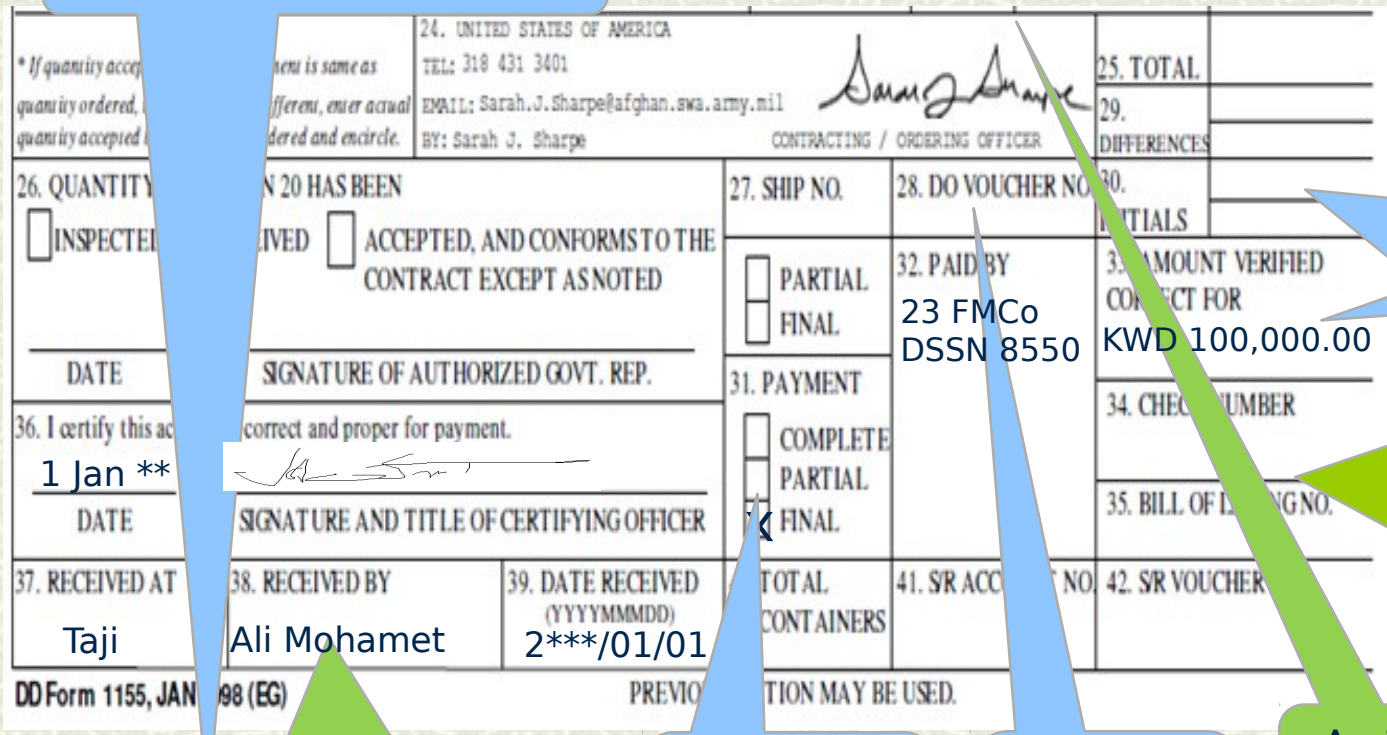
37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED (YYYYMMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NO.	42. S/R VOUCHER NO.

DD Form 1155, JAN 1998 (EG) — PREVIOUS EDITION MAY BE USED.

Characteristics and use:

- Not a preferred method and it is not common in Theater
- May be utilized as a Payment Voucher (Delivery Order and BPA only)
- Has reserved areas for CVS Certifier to sign, payment method data and voucher number
- **Can only be utilized for FIRST and FINAL payments.** The forms is not capable of recording partial acceptance or payment.
- Must have supporting documentation: Invoice, Receiving Report and proof of prevalidation. May also contain the contract with modifications and funding document

DD 1155 (Payment Voucher portion)



Signature of CVS Certifier and Date

Payment breakdown to include, interest and discounts

Treasury Check Number or EFT Tracer number assigned by Disbursing

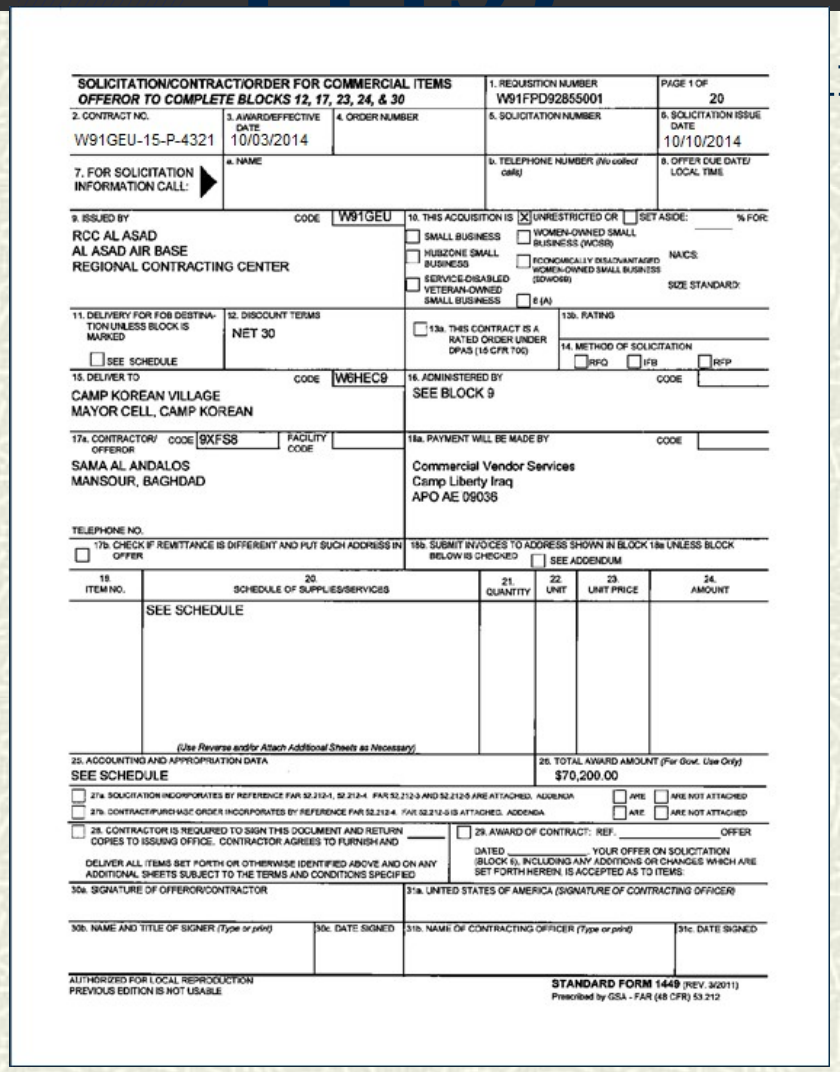
Information of Vendor receiving payment. Disbursing responsibility

Type of payment (Final, partial, etc.)

Office making payment to include DSSN

Assigned by Disbursing

Standard Form 1449 (SF 1449)



SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER	PAGE 1 OF
W91FPD92855001	20

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
W91GEU-15-P-4321	10/03/2014			10/10/2014

7. FOR SOLICITATION INFORMATION CALL: a. NAME | b. TELEPHONE NUMBER (No collect calls) | 8. OFFER DUE DATE/ LOCAL TIME

9. ISSUED BY CODE W91GEU
RCC AL ASAD
AL ASAD AIR BASE
REGIONAL CONTRACTING CENTER

10. THIS ACQUISITION IS [X] UNRESTRICTED OR [ ] SET ASIDE: % FOR:
[ ] SMALL BUSINESS [ ] WOMEN-OWNED SMALL BUSINESS (WOSB)
[ ] HUBZONE SMALL BUSINESS [ ] ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)
[ ] SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS [ ] 8 (A)
NAICS:
SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED	12. DISCOUNT TERMS	13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING	14. METHOD OF SOLICITATION
[ ] SEE SCHEDULE	NET 30	[ ]		[ ] RFQ [ ] IFB [ ] RFP

15. DELIVER TO CODE W6HEC9
CAMP KOREAN VILLAGE
MAYOR CELL, CAMP KOREAN

16. ADMINISTERED BY CODE
SEE BLOCK 9

17a. CONTRACTOR/ OFFEROR CODE 9XFS8 FACILITY CODE
SAMA AL ANDALOS
MANSOUR, BAGHDAD
TELEPHONE NO.

18a. PAYMENT WILL BE MADE BY CODE
Commercial Vendor Services
Camp Liberty Iraq
APO AE 09036

17b. [ ] CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED [ ] SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	SEE SCHEDULE				

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA
SEE SCHEDULE

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
$70,200.00

[ ] 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED
[ ] 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED

[ ] 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED

[ ] 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR	31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
30b. NAME AND TITLE OF SIGNER (Type or print) / 30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (Type or print) / 31c. DATE SIGNED

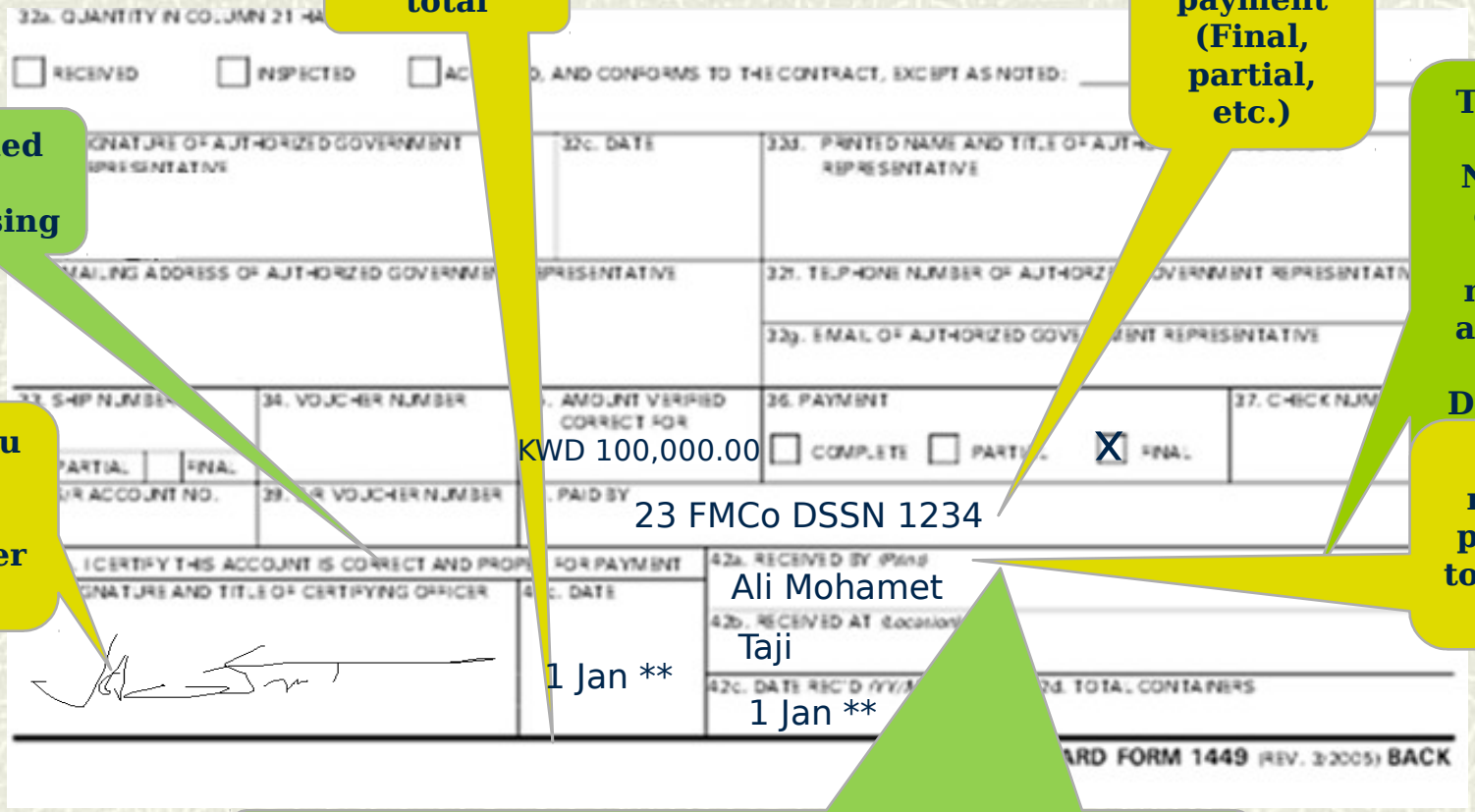
AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 3/2011)
Prescribed by GSA - FAR (48 CFR) 53.212

Characteristics and use:

- Not a preferred method and it is not common in Theater
- May be utilized as a Payment Voucher (Delivery Order and BPA only)
- Has reserved areas for CVS Certifier to sign, payment method data and voucher number
- **Can only be utilized for FIRST and FINAL payments.** The forms is not capable to record partial acceptance or payment.
- Must have supporting documentation: Invoice, Receiving Report and proof of prevalidation. May also contain the contract with modifications and funding document

SF 1449 (Payment Voucher portion)



DA 3900- Post payment information update

CONTRACT NUMBER W91B4K-15-P-0019 BILLS REGISTER **TOTAL OBLIGATION** $20,000.00

SUPPLIES AND SERVICES

NONPERSONAL

Name Memamran-E- Parinda Contruction Co. Address Kabul, Afghanistan

REGISTER NUMBER	ORDER OR CONTRACT NUMBER	DATE OF INVOICE	DATE RE-CEIVED	AMOUNT	DISCOUNT OR DEDUCTION	NET AMOUNT INVOICE	RECEIVING REPORT		VOUCHER NUMBER	CHECK			REMARKS
							NUMBER	RE-RECEIVED		DATE	NUMBER	AMOUNT	
16278	C-0019	10Oct	13Oct	11,900 00	50 00	11,850 00	17Oct	18Oct	20640	21Oct	006157	11,850 00	1F (2% Discount)

DOV (Disbursing Officer Voucher) number used for the payment by Disbursing

Date payment was made by Disbursing

Treasury Check number or EFT Tracer number used by Disbursing

Amount paid by Disbursing

Minimum: Payment Type (1F, 2P, etc.)
Optional: Discount Terms if a discount was taken, interest paid (comment), left over Obligation, Modifications to contract, etc. (options based on local policy and SOP)

DA FORM 3900, SEP 72 REPLACES DA FORM 14-1, 15 NOV 28, WHICH WILL BE USED.

USAFMC V1.00

Payment Package Checklist

Checklist

P2P Checklist

Contract#: **Invoice#:**

Invoice date: **Payment Office DODAAC:**

Reviewed By:

	Checklist Item	INV	DD250	Contract	GFEBS
1	Are all documents legible and free of prohibited pen & ink changes?				
2	Is the Pay Office DoDAAC and Address correct? If there is a MOD, does it specifically state a change to the Pay office's DoDAAC Number?				
3	Does Contract Number match?				
4	Does Order Number (as applicable) match?				
5	Does the Invoice Number match?				
6	Is the Invoice Date on or after the Period of Performance (POP)?				
7	Is the POP annotated correctly? Does the POP overlap with previous invoices?				
8	Does Contractor's Name and Address match? (If different, provide One And The Same (OATS) memorandum)				
9	Are Payment Terms correct?				
10	For Foreign Vendors, if CAGE Code is listed on Contract it must be on DD250. For US Vendors, is the Taxpayer Identification Number (TIN) or CAGE Code listed?				
11	Does the Invoice contain the Contractor's POC Name, Title and Phone number? (If DD250 is used as "original Invoice" same information must be listed in Block 9)				
12	Do the CLIN Number(s) & Description match?				
13	Is the contractor invoicing against a Sub-CLIN? (The authorization to bill against a parent CLIN and Sub-CLIN at the same time must be specifically allowed in the contract)				
14	Is DBA insurance being billed? If YES and contract requires proof submitted to pay office, is DBA receipt with "paid" stamp from Approved Insurance Company provided?				
15	Are Quantities, Unit of Measure and Unit Price correct?				
16	Does the currency match? Are they listed in the correct currency format ($ or AFN)?				
17	Does the Total Amount per CLIN equal the Quantity and Unit Price? Is the GRAND Total listed correctly?				
18	Are Blocks 21B and 22 on DD250 completed? Is the Acceptance box marked? Is date, signature, name, title, mailing address (cannot be email) and phone number (if no phone #, NA is acceptable) completed? (Dates in Block 21B & 22 cannot be prior to the end of a POP on a monthly service contract. The Acceptance Date cannot be prior to the Received Date)				
19	Is EFT information provided via signed EFT Form, Bank Card, or included on signed Invoice? Are all applicable elements listed (Bank Account Name, Account Number, Bank Name, SWIFT Code/IBAN (Foreign Vendors) and Routing Number (US Vendors))? Is there only one bank account provided?				
20	Does the Payee match?				
21	Is there a complete Line of Accounting(s) in GFEBS that matches the contract (or invoice for MISC payments)?				
22	Is the Foreign Currency amount converted to USD? Is the appropriate conversion rate listed?				

Other Areas of Concern

	Checklist Item	Yes	No	N/A	Comments
1	Is Invoice stamped "RECEIVED" by RCC personnel? Does "Received" stamp meet all criteria? (If stamped, "RECEIVED" must include Name, Office location, and Date)				
2	GFEBS PAYMENTS: Does vendor's bank account name match the company name on the Purchase Order in GFEBS exactly? (Mismatch may lead to bank EFT reject)				

Payment Packet Checklist (cont'd)

- Contract/Modification
  - Missing modifications
  - Missing base/basic contract for delivery orders/calls
  - Line of Accounting errors
  - Modifications reducing CLINs below what has already been disbursed
- Receiving Report
  - Missing/incomplete contract number
  - Billing in incorrect currency – must bill in the same currency the contract is awarded in
  - Incomplete or invalid information in box 21b and 22
  - Items billed do not match invoice – must match identically
- Invoice
  - Missing/incomplete contract number
  - Not billing per terms on the contract
  - Vendor name does not match the contract/bank account
  - Billing in incorrect currency – must bill in the same currency the contract is awarded in
  - Missing invoice number
  - Vendor address is missing

EFT RETURNS AND REJECTS

EFT Returns and Rejects

EFT Returns or Rejects occur when incomplete or inaccurate data was utilized during the EFT payment process. Incorrect EFT data results in the money intended for the vendor's account being returned to the originating bank. International payments are processed by FRB-NY (Federal Reserve Bank of New York) and Domestic payments are processed by FRB-ATL (Federal Reserve Bank of Atlanta).

It is the responsibility of the CVS section to obtain the correct data on the first attempt in order to avoid this problem. CVS personnel must be familiar with the processes necessary to avoid this problem and be able to take the necessary steps to take immediate

EFT terminology definitions

- **<u>EFT Reject</u>-** an EFT transaction that was never submitted by the applicable FRB to the intended bank due to faulty (irreparable), incomplete or inaccurate information. The data submitted by Disbursing was insufficient to attempt payment by the FRB.

- **<u>EFT Return</u>-** an EFT transaction that was successfully submitted by the applicable FRB to the intended bank but it was returned due to faulty or inaccurate information.

- **<u>NOC (Notification Of Change)</u>-** an EFT transaction that was successfully paid but the EFT

Main reasons for EFT Rejects and Returns

- Vendor, Contracting, CVS or Disbursing carelessness
- Collected wrong SWIFT, ABA, IBAN or account numbers

  (can be verified at www.swift.com)
- "Company Name" used instead of bank "Beneficiary Name"
- Misspelled foreign beneficiary names
- Account unable to accept EFTs
- Account is closed
- International Treasury Services (ITS.gov) timelines not met
- Payment attempted on a "Foreign Country

EFT Return and Reject reprocessing steps

CVS and Disbursing have 5 DAYS to attempt repayment from the moment the Return/Reject is posted by the applicable FRB.

1. The applicable FRB will notify the Deputy Disbursing Officer (DDO) of an EFT Reject or Return.

2. The DDO will process a “Collection” (DD 1131) in order to balance his books and re-credit the Line of Accounting the payment was processed under (accounting still thinks the payment was actually made).

3. The DDO will immediately notify the CVS section and will provide CVS with a copy of the DD 1131 with reason for the payment being Returned or Rejected.

4. CVS will contact the contracting office to notify them of the failed attempt and will retrieve viable EFT data if applicable.

Example EFT Return DD 1131 (Cash Collection Voucher)

CASH COLLECTION VOUCHER

DISBURSING OFF. COLLECTION VOUCHER NO. 021354

RECEIVING OFF. COLLECTION VOUCHER NO.

RECEIVING OFFICE

ACTIVITY *(Name and location) (Include ZIP Code)*

RECEIVED AND FORWARDED BY *(Printed name, title and signate)* | DATE: 1 JANUARY **

DISBURSING OFFICE

ACTIVITY (Name and location) (Include ZIP Code)
123rd FMCo, Contingency, Downrange

DISBURSING OFFICER (Printed name, title and signat | DISBURSING STATION SYMBOL NO. | DATE RECEIVED SUBJECT TO COLLECTION

FOR: ANTHONY S COLE
LTC, FC
Disbursing Officer
Mario Roberts

8850

1 JANUARY **

PERIOD: FROM TO

DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
1 JAN **	EFT RETURN OR REJECT REASON: BAD SWIFT CODE	DEPOSIT TICKET : 123456 VENDOR: ALI SALAM CONTRACT: DABT51-11-D-0001 0967	**$120,000.00**	2112020.0000 8A-4042 26EB 4PG386 W91NG500N01247 S09076
		TOTAL	$120,000.00	

DD FORM 1131, APR 57 REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE. Form approved by Comptroller Gener 24 January 1958

Signature of Disbursing Officer (DO) or authorized representative (DDO)

Return or Reject reason

Contract Number and Vendor name

Collection Voucher Number

Date Collected

Line of Accounting data. **MUST MATCH THE LINE USED ON THE ORIGNAL PAYMENT**

Amount Collected. **MUST BE THE SAME AS THE ORIGINAL PAYMENT and must be Circled and initialed by Disbursing**

***NOTE**: Receipt of this properly completed document from the DDO constitutes authorization to immediately process a second*

Check on Learning

What is the difference between an EFT Return and EFT Reject?

A Reject never made it out of the paying FRB due to data errors and the Return made it but was returned by the intended recipient bank.

Who is the first person to have knowledge of a Returned or Rejected EFT?

The DDO.

hat should the DDO provide CVS with in order to notify the section of a Reject/Re

A properly completed DD 1131 (Cash Collection Voucher).

Name 5 reasons an EFT payment may be Rejected or Returned:

- Carelessness
- Wrong banking data/codes
- Company name instead of Beneficiary
- Account unable to accept EFTs
- Misspelled Foreign names
- Payment attempted on a Foreign Holiday
- Account is closed

➢ **How many days does Disbursing and CVS have in order to attempt a payment after a Reject or Return?**

5 Days.

What should the Amount and Line of Accounting on a DD 1131 equal to?

The Amount and Line of Accounting on the original payment voucher.

IMPROPER PAYMENTS AND VENDOR DEBT MANAGEMENT

Definition of an Improper Payment

"An improper payment is any payment that should not have been made or was made in an incorrect amount under statutory, contractual, administrative, or other legally applicable requirements. Incorrect amounts include overpayments and underpayments (including inappropriate denials of payment or service). An improper payment includes any payment that was made to an ineligible recipient or for an ineligible service, duplicate payments, and payments for services not received. In addition, when a Component is unable to discern whether a payment was proper as a result of insufficient or lack of documentation, this payment must also be considered an error."

Types of Improper Payments

- **<u>Duplicate Payment</u>:** A payment that was made more than once for the same exact amount each time on each payment. (Usually duplicate invoices with same POP but different invoice numbers)
- **<u>Over Payment</u>:** An amount paid to a vendor in excess of what the vendor was entitled to receive. This could be the result of incorrectly entering the invoice or receiving report or by the non-receipt of a modification reducing the amount of the contract line item.

Causes for Improper Payments

- Failure to Prevalidate funds in the applicable system prior to payment.
- Failure to properly record document information in GFEBS.
- Poor internal controls of documents.
- Failure to receive, understand or properly process a contract Modification (contract cancellation, change of pay office, etc.)
- Failure to read the “Paying Office” block on the contract.
- Processing Contracts retrograded to DFAS-Rome in CVS.

Causes for Improper Payments (Cont'd)

- Certifier negligence or failure to properly execute duties
- Contract being processed and paid by both CVS and Paying Agents
- Failure to update the manual Bills Register Card (DA 3900)
- Failure to properly issue and control certified vouchers to Disbursing for payment on Transmittal Letter (DA 200)

Debt Management procedures

The following procedures apply to Improper payments that originated in Theater. Due to the Accounts Payable (AP) and Debt Management Offices (DMO) being located at the Fiscal Station (DFAS-Rome), some procedures will have to be put in place in order to assist DFAS in the collection process. DoDFMR Vol. 10, Chapter 18 outlines the necessary and legal steps to properly execute a collection from a vendor.

The Deputy Disbursing Officer and CVS office must work with the above agencies in order to accomplish the goal of collecting the improper payment from the vendor. Failure to collect the funds will result in a Loss of Funds (LOF) that may be incurred by the CVS Certifying Officer and/or parties involved.

Agencies Involved and their responsibilities

DFAS-Rome *(Debt Management (DMO) office and Accounts Payable (AP) office)*

Responsibilities:

- Monitor STANFINS for any possible imbalances
- Immediately notify the CVS office and Deputy Disbursing Officer of any improper payment
- Oversee and enforce vendor Debt Management procedures, deadlines and regulations
- "Suspend" erroneous payments in STANFINS after receipt of Debt Letter delivery confirmation
- Confirm the receipt of overpayment collection or offset via STANFINS (correct the record)

Agencies Involved and their responsibilities (Cont'd)

CVS Office

Responsibilities:

- Prepare and deliver a "Debt Letter" to the overpaid vendor within 5 days of DFAS notification
- Temporarily suspend payments to the vendor in question
- Immediately notify DFAS of Debt Letter delivery confirmation
- Educate vendor in the methods to recoup the overpayment (i.e., cash, EFT or contract offset)
- Maintain records of the latest developments in debt recovery to include correspondence and conversations (case files)

Agencies Involved and their responsibilities (Cont'd)

Disbursing Office (DDO)

Responsibilities:

- Maintain up to date records of all pending improper payments in the DSSN and demand constant individual updates from CVS
- Inform and support CVS on all feasible collection methods:
  - Payment offset (SF 1034) on an open contract (preferred and most used)
  - EFT from vendor's bank
  - Cash Collection (DD 1131) from vendor
- Report any collection or offset on the DD 2657 and report the transaction to STANFINS the day of the recoupment
- Know how to "recall" or "stop" an EFT payment in ITS.gov within approximately 5 days of payment release (may stop erroneous payment process)
- Know rules and procedures to turn an "improper payment" into a

Theater Procedures and ideal timeline

Today

- DFAS identifies erroneous payment in STANFINS
- DFAS notifies DDO and CVS of erroneous payment
- CVS prepares Debt Letter and issues letter and issues to vendor within 5 days of DFAS notification

5 DAYS

- CVS/DDO issue letter to vendor and notify DFAS of Debt letter delivery confirmation
- DFAS received confirmation and suspends erroneous payment in STANFINS under EOR 4600
- CVS/Contracting negotiate collection from vendor (gives vendor options)
- Vendor agrees to overpayment and makes payment (ideal)

30 DAYS

- Disbursing collects and records the recoupment in STANFINS
- DFAS is notified of erroneous payment collection

Over 30 DAYS

- Vendor does not respond to letter
- CVS prepares payment offset if available; may submit second letter to vendor
- No response. DFAS sends case to DMO in DFAS-Columbus for further action
- DDO contemplates Loss of Funds

Note: A second letter may be prepared and sent to the vendor if a chance of collection exists. Debts over 60 days may be referred to DFAS-Columbus for collection

Interest Charged for delinquent erroneous payments

"Unless otherwise established in the specific contract, repayment agreement, statute, or regulation, interest is not assessed until the due date for payment of indebtedness has passed. Interest accrues, however, from the date of the demand letter to the date the debt is paid in full. Therefore, the minimum amount charged for interest shall be for a 30-day period." *(DoDFMR Vol. 10, 180903)*

"If the debtor fails to respond, this will result in processing an administrative offset…" Specific procedures for following Due Process and sending demand letters can be found in the DoDFMR Vol. 5, Chapter 28

Interest Charged for delinquent erroneous payments (Cont'd)

The intent of interest, penalty, and administrative charges is to stimulate prompt payment, to recover to the Department of the Treasury the cost of borrowing necessitated by a delinquent receivable, and to recover the cost of processing and handling delinquent claims, including the referral of claims to credit bureaus or collection agencies.

Interest Charged for delinquent erroneous payments (Cont'd)

Vendor Debt Interest Rules:

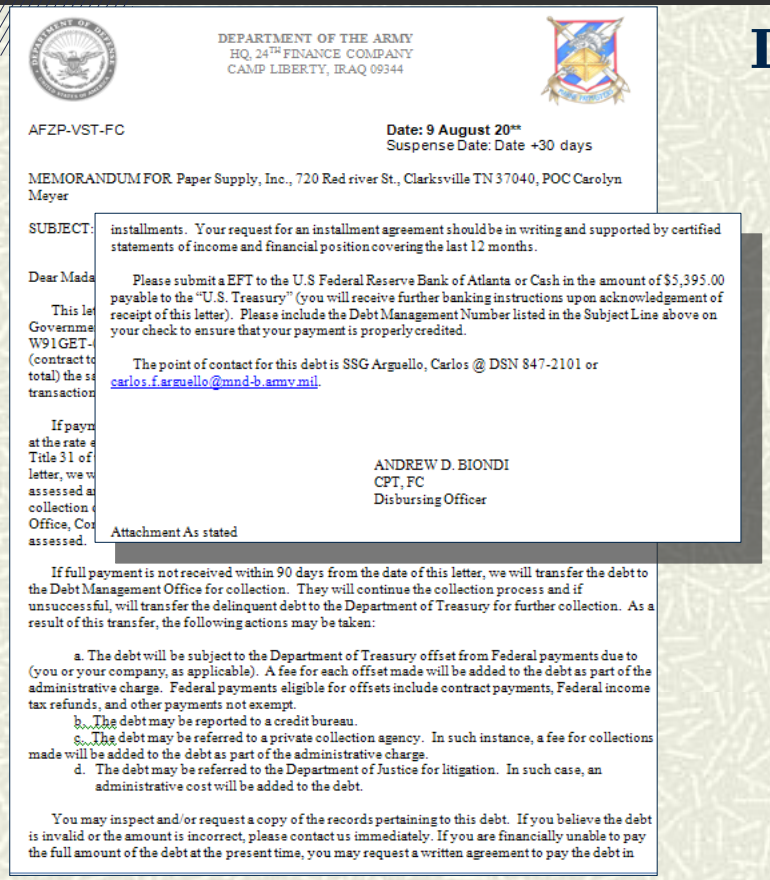
- Interest is incurred the date the first Debt Letter is received by the vendor
- Interest can be simple (< 30 days) or compound (> 30 days)
- Interest in amounts of $50 or less will not be billed
- The Collection must be processed against the correct Line of Accounting:

R3010 0013 00-0000 0000000000000 CONTRACTDRN 4670 463014 0

Treasury Symbol DPI APC FSN | OA & ASN | AMSCO | Document Number * | EOR

***Note:** *The Document Reference Number must match the line of accounting*

Example Debt Letter to U.S. vendor



DEPARTMENT OF THE ARMY
HQ, 24TH FINANCE COMPANY
CAMP LIBERTY, IRAQ 09344

AFZP-VST-FC

Date: 9 August 20**
Suspense Date: Date +30 days

MEMORANDUM FOR Paper Supply, Inc., 720 Red river St., Clarksville TN 37040, POC Carolyn Meyer

SUBJECT:

Dear Mada

This le
Governme
W91GET-
(contract t
total) the s
transaction

If payn
at the rate
Title 31 of
letter, we w
assessed a
collection
Office, Co
assessed.

installments. Your request for an installment agreement should be in writing and supported by certified statements of income and financial position covering the last 12 months.

Please submit a EFT to the U.S Federal Reserve Bank of Atlanta or Cash in the amount of $5,395.00 payable to the "U.S. Treasury" (you will receive further banking instructions upon acknowledgement of receipt of this letter). Please include the Debt Management Number listed in the Subject Line above on your check to ensure that your payment is properly credited.

The point of contact for this debt is SSG Arguello, Carlos @ DSN 847-2101 or carlos.f.arguello@mnd-b.army.mil.

ANDREW D. BIONDI
CPT, FC
Disbursing Officer

Attachment As stated

If full payment is not received within 90 days from the date of this letter, we will transfer the debt to the Debt Management Office for collection. They will continue the collection process and if unsuccessful, will transfer the delinquent debt to the Department of Treasury for further collection. As a result of this transfer, the following actions may be taken:

a. The debt will be subject to the Department of Treasury offset from Federal payments due to (you or your company, as applicable). A fee for each offset made will be added to the debt as part of the administrative charge. Federal payments eligible for offsets include contract payments, Federal income tax refunds, and other payments not exempt.
b. The debt may be reported to a credit bureau.
c. The debt may be referred to a private collection agency. In such instance, a fee for collections made will be added to the debt as part of the administrative charge.
d. The debt may be referred to the Department of Justice for litigation. In such case, an administrative cost will be added to the debt.

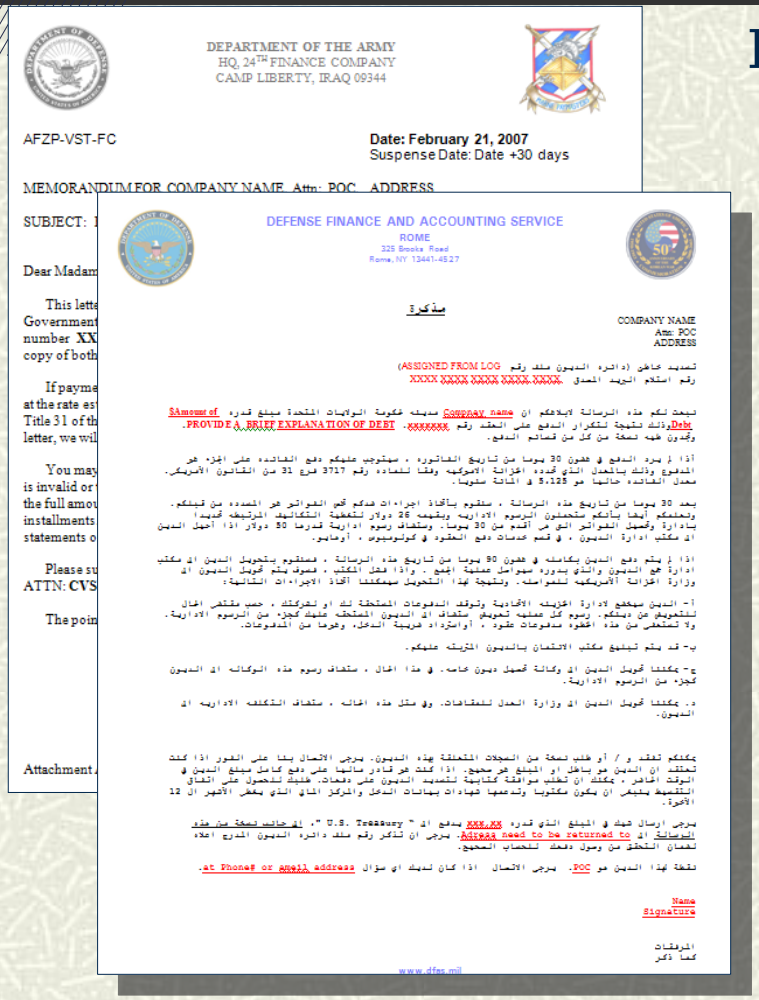
You may inspect and/or request a copy of the records pertaining to this debt. If you believe the debt is invalid or the amount is incorrect, please contact us immediately. If you are financially unable to pay the full amount of the debt at the present time, you may request a written agreement to pay the debt in

Letter must include:

- Description of Debt and amount
- Contract number and invoice numbers
- Deadline/Suspense (30 days) to include offset action if no response
- Interest and administrative charges
- Treasury and IRS collection statement
- Attachments: Payment vouchers and other correspondence with vendor when applicable
- Must be signed by the "Disbursing Officer" or Deputy Disbursing Officer

Note: *DFAS maintains strict control of all erroneous payments. Maintain a log of all outstanding cases, correspondence with vendor*

Example Debt Letter to Foreign vendor



DEPARTMENT OF THE ARMY
HQ, 24TH FINANCE COMPANY
CAMP LIBERTY, IRAQ 09344

AFZP-VST-FC

Date: February 21, 2007
Suspense Date: Date +30 days

MEMORANDUM FOR COMPANY NAME, Attn: POC, ADDRESS

SUBJECT:

Dear Madam

This lette
Government
number XX
copy of both

If payme
at the rate es
Title 31 of th
letter, we wil

You may
is invalid or
the full amou
installments
statements o

Please su
ATTN: CVS

The poin

Attachment

DEFENSE FINANCE AND ACCOUNTING SERVICE
ROME
325 Brooks Road
Rome, NY 13441-4527

مذكرة

COMPANY NAME
Attn: POC
ADDRESS

تسديد خاطئ (دائرة الديون ملف رقم ASSIGNED FROM LOG)
رقم استلام البريد المسدد XXXX XXXX XXXX XXXX XXXX

تبعث لكم هذه الرسالة لابلاغكم ان Company name مدينه لحكومة الولايات المتحدة مبلغ قدره $Amount of وذلك نتيجة لتكرار الدفع على العقد رقم .xxxxxx Debt. PROVIDE A BRIEF EXPLANATION OF DEBT
وتدون فيه نسخة من كل من قسائم الدفع.

اذا لم يرد الدفع في خلال 30 يوما من تاريخ الفاتوره ، سيتوجب عليكم دفع الفائده على الجزء غير المدفوع وذلك بالمعدل الذي تحدده الخزانة الامريكيه وفقا للقسم رقم 3717 فرع 31 من القانون الامريكي. معدل الفائده حاليا هو 5.125 في المائة سنويا.

بعد 30 يوما من تاريخ هذه الرسالة ، سنقوم باتخاذ اجراءات ضدكم لتحصيل الفواتير غير المسدده من قبلكم. ونعلمكم أيضا بأنكم ستحملون الرسوم الاداريه وبقيمه 26 دولار لتغطية التكاليف المترتبه عليها بادارة وتحصيل الفواتير التي هي أقدم من 30 يوما. وستضاف رسوم ادارية قدرها 50 دولار اذا أحيل الدين الى مكتب ادارة الديون ، في قسم خدمات دفع العقود في كولومبيوس ، أوهايو.

اذا لم يتم دفع الدين بكامله في خلال 90 يوما من تاريخ هذه الرسالة ، فسنقوم بتحويل الدين الى مكتب ادارة جمع الديون والذي يدوره سيواصل عملية الجمع . واذا فشل المكتب ، فسوف يتم تحويل الديون الى وزارة الخزانة الأمريكيه لتحصيلها. ونتيجة لهذا التحويل سيعكسنا اتخاذ الاجراءات التالية:

أ- الدين سيخضع لادارة الخزينه الاتحادية وتوقف المدفوعات المتحققة لك او لشركتك ، حتى مقتطع اخبال لتسديدها عن دينكم. رسوم كل عمليه تحويل ستضاف الى الديون المتحققه عليك كجزء من الرسوم الادارية. ولا تستثنى من هذا أعفوه مدفوعات عقود ، أو أسترداد ضريبة الدخل، وغيرها من المدفوعات.

ب- قد يتم تبليغ مكتب الائتمان بالديون المترتبه عليكم.

ج- يمكننا تحويل الدين الى وكالة تحصيل ديون خاصه. في هذا الحال ، ستضاف رسوم هذه الوكاله الى الديون كجزء من الرسوم الادارية.

د. يمكننا تحويل الدين الى وزارة العدل للمقاضاة. وفي مثل هذه الحاله ، ستضاف التكلفه الاداريه الى الديون.

يمكنكم تقديم و / أو طلب نسخة من السجلات المتعلقة بهذه الديون. يرجى الاتصال بنا على الفور اذا كنت تعتقد ان الدين هو باطل او المبلغ غير صحيح. اذا كنت غير قادر مالياً على دفع كامل مبلغ الدين في الوقت الحاضر ، يمكنك ان تطلب موافقة كتابية لتسديد الديون على دفعات. هذيل للحصول على اتفاق التقسيط يلزم ان يكون مكتوبا وتدعمها شهادات بيانات الدخل والمركز المالي الذي يغطي الأشهر الـ 12 الأخيرة.

يرجى ارسال شيك في المبلغ الذي قدره XXX.XX يدفع الى " U.S. Treasury ". الى جانب نسخة من هذه الرسالة الى Address need to be returned to. يرجى ان تذكر رقم ملف دائرة الديون المرجع اعلاه لضمان التحقق من وصول دفعك بالحساب الصحيح.

نقطة لهذا الدين هو POC. يرجى الاتصال اذا كان لديك اي سؤال at Phone# or email address.

Name
Signature

المرفقات
كما ذكر

www.dfas.mil

Letter must include:

- Description of Debt and amount
- Contract number and invoice numbers
- Deadline/Suspense (30 days) to include offset action if no response
- Interest and administrative charges
- Treasury collection statement
- Attachments: Payment vouchers and other correspondence with vendor when applicable
- Must be signed by the “Disbursing Officer” or Deputy Disbursing Officer
- May attach a letter in the applicable foreign language if available

Note: *DFAS maintains strict control of all erroneous payments. Maintain a log of all outstanding cases, correspondence with vendor*

Administrative Offset

Contract payment offsets will only be processed if the vendor agrees to repay the improper payment in this fashion or if the vendor failed to respond to the Debt Letters.

This option can only be executed if a separate Contract with the vendor is currently open and with sufficient left over funds to accommodate the offset.

CVS personnel must work closely with the Contracting office to ensure a viable contract with that vendor exists in order to accommodate the offset.

Administrative Offset

Steps to execute an Administrative offset:

- Ensure the vendor has agreed to repay the erroneous payment in this fashion or that the vendor has not responded to any notification of indebtedness after 30 days
- Identify an open contract with sufficient funds owed to the vendor
- Time the offset at the time of payment of the open contract
- Prepare the payment SF 1034 for the open contract and deduct the amount of the erroneous payment

Administrative Offset (Cont'd)

- Ensure the payment is processed by Disbursing in order to report the appropriate Lines of Accounting to DFAS
- Notify DFAS of the offset and provide them with a copy of the SF 1034 to remove payment from suspense
- Update the overpaid and open Contract files with the offset documentation to ensure a solid audit trail in the future

Check on Learning

- **What are two types of improper payments?**
  Duplicate payment and Overpayment.

- **Name 4 causes of improper payments:**
  - Failure to prevalidate
  - No GFEBS input standards
  - Poor internal controls
  - Failure to understand or process a modification
  - Processing retrograded contracts
  - Failure to complete Bills Register card
  - Failure to properly handle payment vouchers (duplicates issued to Disbursing)

- **How long does CVS have to prepare and issue a "Debt Letter"?**
  5 Days after notification from DFAS.

no must receive immediate confirmation of delivery of a Debt Letter to a Vendor
DFAS.

- **What can improper payments result in?**
  Losses of Funds.

- **How long does the vendor have to respond to a Debt Letter? What happens if he doesn't?**

30 Days. If no response, the CVS sections can process an Offset if feasible.

Check on Learning
(Cont'd)

- **If a vendor cooperates and is prepared to pay the money in cash, who should handle this and how?**

  Disbursing collects the money on a DD 1131 (Cash Collection Voucher).

- **When do interest charges start being incurred on an erroneous payment?**

  From the moment the Debt letter is successfully delivered to the Vendor.

- **What is an Administrative Offset?**

  Collecting a delinquent erroneous payment from a different open contract payment with the same Vendor.

hat Line of Accounting should be used on the DD 1131 or Offset SF 1034?

The Line of Accounting on the Contract with the improper payment.

CVS PHYSICAL FILE MAINTENANCE

Contract File maintenance

The CVS office is responsible for the creation, maintenance and disposition of Contract files and payment vouchers within the office.

Immediately upon receipt of a new Contract, the CVS office must create a file for that specific procurement document. The file must match the input that has been made in GFEBS at all times. CVS personnel should be able to pull the file and know the exact status of a contract without having to view the input in GFEBS.

Open and Closed files must be maintained separately. Closed / Liquidated contracts should be

Contract File minimum documentation

Some of the minimal documents that must be included in the file include:

- DA 3900 (Bills Register Card)- this acts as a log of all changes and updates to the Contract on hand (must be updated constantly)
- P2P Checklist
- Contract with all applicable Modifications
- Funding Document such as MIPR or PR&C (if local policy dictates it)
- Copies of payment vouchers after payment
- Any other documentation or information that

DA 3900- Up to date Bills Register

CONTRACT NUMBER W91B4K-15-P-0019 BILLS REGISTER TOTAL OBLIGATION $20,000.00

SUPPLIES AND SERVICES

NONPERSONAL

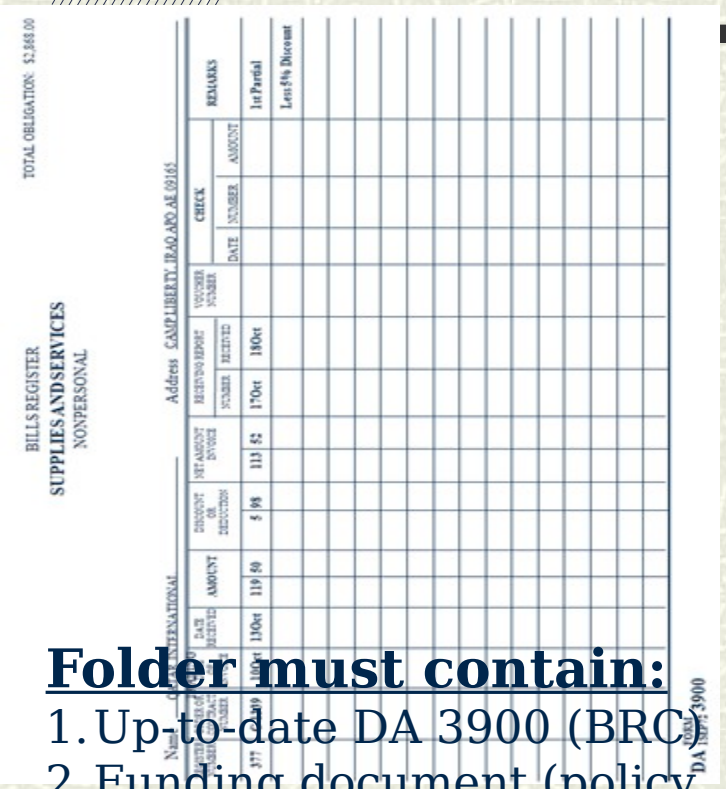
Name Memamran-E- Parinda Contruction Co. Address Kabul, Afghanistan

REGISTER NUMBER	ORDER OR CONTRACT NUMBER	DATE OF INVOICE	DATE RE-CEIVED	AMOUNT	DISCOUNT OR DEDUCTION	NET AMOUNT INVOICE	RECEIVING REPORT		VOUCHER NUMBER	CHECK			REMARKS
							NUMBER	RE-RECEIVED		DATE	NUMBER	AMOUNT	
16278	C-0019	10Oct	13Oct	11,900 00	50 00	11,850 00	17Oct	18Oct	206401	21Oct	006157	11,850 00	1F (2% Discount)

DA FORM 3900, SEP 72 REPLACES DA FORM 14-1, 15 NOV 28, WHICH WILL BE USED.

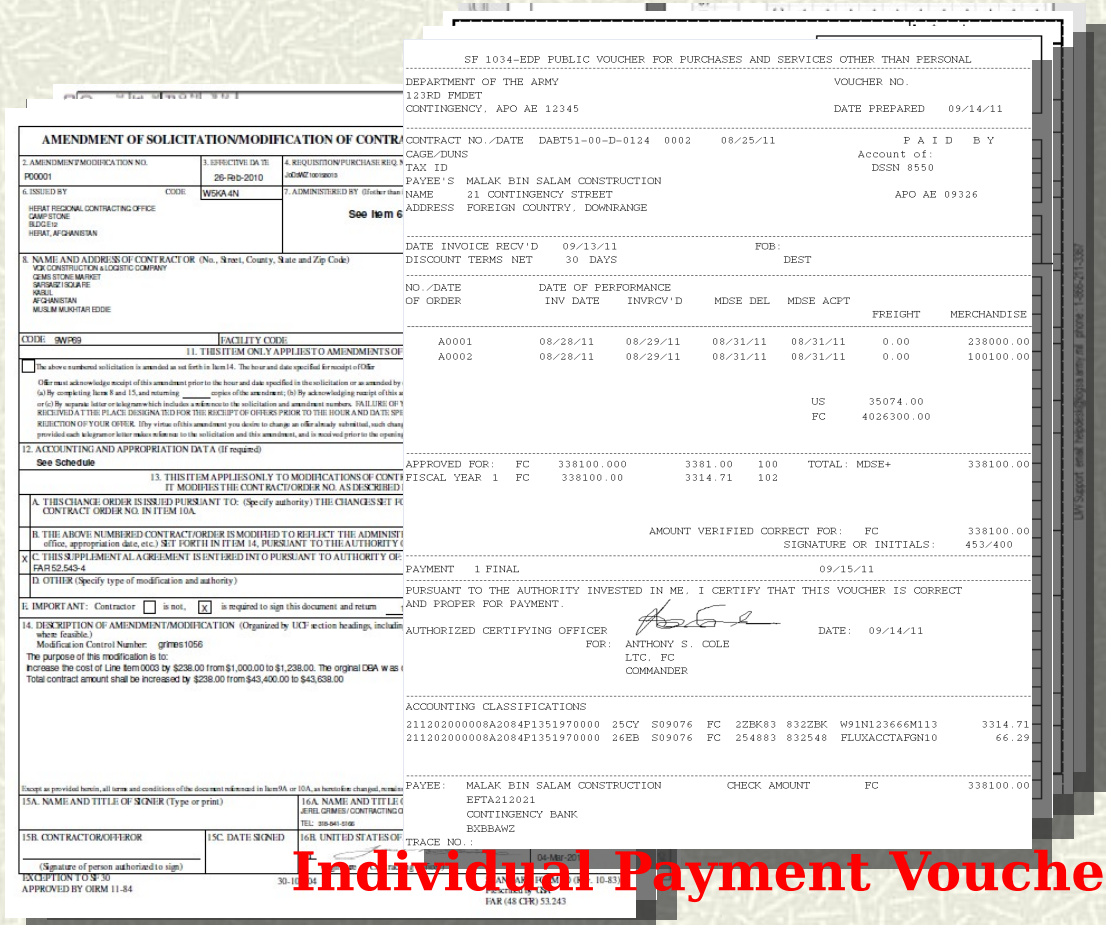
USAFFC V1.00

Contract File example



Folder must contain:

1. Up-to-date DA 3900 (BRC)
2. Funding document (policy dependant)
3. Complete copies of all payment voucher from Disbursing (Copies)
4. Any other document related to the contract



Additional useful websites

LIW- Logistics Information Warehouse
https://liw.logsa.army.mil

Prompt Payment Act
http://www.fms.treas.gov/prompt/regulations.html

United States Army Financial Management Command (USAFMCOM)
http://asafm.army.mil/offices/FO/UsaFincom.aspx?OfficeCode=1500

SWIFT Code check engine
http://www.swift.com

ABA Number check engine
http://www.fededirectory.frb.org/search_ACH.cfm

DFAS CVS Phone numbers
http://www.dfas.mil/contractorsvendors/phonenumbers.html

DoDAAC Listings
http://www.dfas.mil/contractorsvendors/dodaacsvc.html

WAWF (Wide Area Work Flow) training
https://wawftraining.eb.mil

Additional useful websites

DFAS-Rome Contract Retrograde Points of Contact

Dro-CVS-inquiry@dfas.mil

Dro-CVS-disbreturn@dfas.mil

Dro-CVS-preval@dfas.mil

vendorpay@kuwait.swa.army.mil

Liaison Officer (LNO) payment upload to DFAS-Rome (in lieu of EFR)

DMR-Mideast-Rome@dmr.dfas.mil

EFT Assistance Center

eft@afghanfirst.org

EFT, EDA, ODS system access POC

Larry.White@kuwait.swa.army.mil

EFT Assistance Center

eft@afghanfirst.org

QUESTIONS?